Electronic Research Administration
A program of the National Institutes of Health

National Institutes of Health
Office of Extramural Research

Internet Assisted Review (IAR) for Reviewers User Guide

May 26, 2023

CONTACT US

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How are we doing? The Communications & Documentation Team of the electronic Research Administration (eRA) is dedicated to serving our community and welcomes your feedback to assist us in improving our user guides. Please send comments about the user guide to this address: eRACommunications@mail.nih.gov.

Troubleshooting support:

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DISCLAIMER STATEMENT

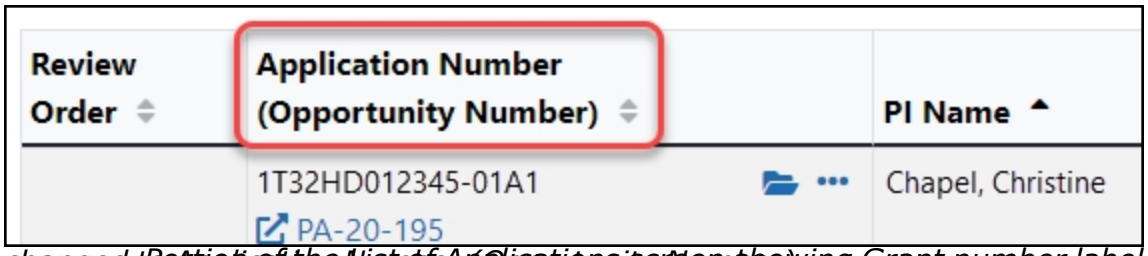
No data shown in illustrations represents any real account, project, or individual. Any resemblance to actual accounts, projects, or individuals is purely coincidental.

Latest Updates

March 25, 2023

To make terminology more inclusive of funding instruments that are not grants, the label 'grant number' will be renamed as 'application number' on certain screens in the Internet Assisted Review (IAR) module. In the same vein, the 'RFA/PA' label will be renamed as 'opportunity number.' The latter is in keeping with the recent change of Funding Opportunity Announcement (FOA) to Notice of Funding Opportunity (NOFO), to standardize terminology across the federal government

In cases where the grant number and RFA/PA are present on an IAR screen, then they will be relabeled as Application Number (Opportunity Number).



Portion of the List of Applications screen showing Grant number label changed to Application Number (Opportunity Number)

IAR Screens (for reviewers) to see this change:

1. *List of Applications*
2. *VM List of Applications*
3. *Final Score Sheet*

April 13, 2023

IAR has been updated through the module with new screens to meet new user interface (UI) requirements and improved security. Functionality remains nearly the same with the exception of the new UI capabilities.

The following screen have been updated to meet the new requirements:

- *List of Meetings* Screen
- *List of My Assigned Applications* Screen
- *View Access Code for Downloads* Screen

Reviewers will use the three-dot ellipses icon to access available actions through the various screens.

See Navigating and Using the UI in eRA Modules for more information.

May 25, 2022

In December, OER issued a guide notice (NOT-OD-22-044) that emphasized the importance of maintaining security and confidentiality in the peer review process. The notice clarified the following:

- improper use of data in and access to government computer systems [i.e., Internet Assisted Review (IAR)] is prohibited
- confidentiality in peer review must be maintained
- certifications are required as part of the peer review process
- listed the possible consequences if rules are violated.

To keep the language in sync with the guide notice, the language of the confidentiality agreement and the conflict of interest (COI) in IAR has been revised.

The following topics have been updated to reflect this change:

- Reviewer is Not a Federally Registered Lobbyist
- Reviewer is a Federally Registered Lobbyist
- Pre-Meeting Conflict of Interest Certification

December 22, 2021

Veterans Affairs (VA) Only

The Veterans Affairs (VA) Meeting Chairperson can access submitted critiques during the Submit Phase, providing more time to review the submitted critiques in preparation of the meeting.

For more information, see the Submit Phase topic.

May 3, 2021

An Internet Assisted Review button was added to the eRA Commons home (landing) page for easier access; see *Accessing IAR*.

TABLE OF CONTENTS

Latest Updates **3**
March 25, 2023 3
IAR Screens (for reviewers) to see this change: 3
April 13, 2023 3
May 25, 2022 4
December 22, 2021 4
Veterans Affairs (VA) Only 4
May 3, 2021 4
Introduction **1**
Scope 1
IAR and eRA Commons 1
Navigating and Using the UI in eRA Modules 2
Header and Footer Navigation 2
Other Icons in Header 3
Dynamic Header 4
Redesigned Footer 4
Navigating Within a Module 4
Actions Column Replaced by Ellipsis Menu 5
Standard Tools for Tables 6
Toggle Switches 9
How Screen Size Can Affect Visible Columns 9
Creating an Account to Access IAR 11
Setting Up and Maintaining the eRA Commons Personal Profile 12
How Do I Register for Payments? 15
Accessing IAR 16
Using Login.Gov 17
Session Timeout Warning 18
Sample Emails Received by Reviewers 19
If You (the reviewer) Have a Previously Established Commons Account 19

If you (the Reviewer) are New to eRA Commons 21
A Current Commons Account Holder 25
New to eRA Commons 27
Reviewer's Workflow 31
IAR Meeting Phases 32
Recruitment Phase 32
Recruitment Phase Workflow Summary: 33
Submit Phase 33
Read Phase 34
Edit Phase 34
List of Meetings Screen 36
Global Navigation 36
Accessing the List of Meetings Screen 37
Confidentiality Agreement 39
Reviewer is Not a Federally Registered Lobbyist 40
Reviewer is a Federally Registered Lobbyist 41
Conflicts of Interest 44
List of Applications Screen 46
Global Navigation 46
Accessing the List of My Assigned Applications 46
Accessing the List of Applications Screen 49
Global Navigation 54
Finding a Reviewer's Assigned Role 56
List of Applications in Submit Phase 58
List of Applications in Read Phase 59
List of Applications in Edit Phase 61
Meeting Materials 65
Meeting Materials ZIP Files 66
The Download Meeting Materials ZIP button 66
View the Meeting Materials ZIP File Access Code 68

Submitting Critiques and Scores **70**
Review with Scored Criteria (NIH Review Business Process) 70
MS Word Templates: Submitting Preliminary Scores and Critiques 70
To submit critiques and scores: 71
Final Score Sheet (formerly called Voter Sheet) 76
The rules for displaying criterion scores are as follows: 78
Review Criteria Score Labels Report 80
Review Without Scored Criteria 82
Preliminary Scores 82
Final Score Sheet (previously called Voter Sheet) 85
Viewing Critiques 88
Deleting Scores and Critiques 90
Preliminary Score Matrix 93
Global Navigation 95
About Online Critiques **97**
Navigating the Online Critique Screen 97
Opening an Online Critique 98
Floating Gray Summary Box 98
Gray Box Action Buttons 100
Identifying Critique You are Working On 101
Viewing the FOA and Grant Folder 102
Navigation Pane of Review Criteria 102
Blue and Green Critique Criteria Text Entry Areas 104
Completing an Online Critique 104
Opening and Completing the Critique 105
About Scores 107
Editing in a Critique Text Field 107
Saving the Critique to Finish Later 108
Making Changes to a Critique After Submitting 108
How Do You Know If You Have Submitted Online Critique? 109

On the List of Applications screen: 109
On the Online Critique Screen: 110
Deleting an Online Critique 110
Why You Might Have Two Critiques 112
SAMHSA-Only Topics 113
Submitting Scores and Critiques 113
SAMHSA Critiques and Scores 117
Criterion Scores 118
SAMHSA - Qualitative Assessment Definitions 119
Submitting Scores and Critiques 121
Confidentiality Statement 126
SAMHSA - List of My Assigned Applications 131
Accessing the List of My Assigned Applications Screen 131
SAMHSA Meeting - Reviewers' Workflow 135
Virtual Meeting 137
Phases & Options 137
List of Applications (VM) 139
Application Chair 144
Rescue Applications 144
Scoring 145
Preliminary Scores 145
Discussion Scores 146
Final Scores 148
VM Meeting Discussion Dashboard 150
Certifying Conflicts of Interest 158
Pre-Meeting Conflict of Interest Certification 158
Here are the steps to certify the pre-meeting COI before the meeting 159
To certify the Pre-Meeting COI form: 159
Grants certifications (effective 05/25/2022) 160
Contracts certifications (effective 05/25/2022) 160

Re-certifying a Pre-Meeting COI 164
Here are the steps to recertify the pre-meeting COI before the meeting: 164
Post Meeting Conflict of Interest Certification 166
Grants certifications (effective 05/25/2022) 169
Contracts certifications (effective 05/25/2022) 169
SRG Minutes/Budget Form 170

Introduction

Internet Assisted Review (IAR) is an Electronic Research Administration (eRA) module used in tandem with the Peer Review module to help expedite the scientific review of applications by providing a standard process for reviewers to submit their critiques, preliminary scores, and final scores and to view applications and related meeting materials via the eRA Commons. IAR also has the ability to enable reviewers to view the critiques of others before the actual meeting (unless conflicts of interest exist). As a result, review meetings can contain more informed discussions.

Scope

The purpose of this document is to assist the reviewer in navigating the IAR system and completing the tasks related to a review meeting. This document discusses how to utilize IAR during the application review process.

Additional online material is available as a supplement to this user guide. eRA's Training site has materials posted specific to reviewers using IAR. This information is located online at https://era.nih.gov/help-tutorials/iar/iar.htm.

If a more thorough look at the role and responsibilities of a reviewer is needed, the Center for Scientific Review (CSR) has a vast array of information and training materials for reviewers. This useful information is located online at https://public.csr.nih.gov/ForReviewers.

The majority of information contained in this user guide also is available as online help. Access the IAR online help at https://era.nih.gov/erahelp/IAR_Rev or by selecting any of the '?' icons found within the IAR system itself.

IAR and eRA Commons

IAR is accessed through the eRA Commons, a web-based system that applicants and institutions use to participate in the electronic grant administration process. Scientific Review Officers (SRO)* use IAR to electronically invite reviewers to participate in review meetings. This process is called enabling. Once enabled for a meeting, a reviewer receives an email invitation either providing instructions for establishing an eRA Commons account or, if that reviewer already has an account, instructions for accessing eRA Commons and IAR with the existing account.

Reviewers use eRA Commons not only to access IAR but also to update their own personal profile information and check on application status as a PI. In order to access IAR, Reviewers must have an eRA Commons account, be listed on the official Meeting Roster, and have a personal profile with an MLG email address (taken from the **Reviewer Information** section of the eRA Commons Personal Profile). Refer to the section of this document titled *Setting Up and Maintaining the eRA Commons Personal Profile* on Page 12 for more information.

This document covers the steps taken by a reviewer in the IAR module. If additional information specific to eRA Commons is needed, refer to the *eRA Commons User Guide* located online at https://era.nih.gov/commons/user_guide.cfm.

Tip: *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

Navigating and Using the UI in eRA Modules

For increased usability, eRA modules are gradually switching to a streamlined, modern, mobile-friendly look and feel for screens. The new look and the new navigation adjust dynamically for a variety of screen or font sizes, making your browsing experience more efficient on the device of your choice. New UI elements offer a consistent set of tools that you can use across modules. A new header and footer conserve space, leaving more work area for you to accomplish your tasks.

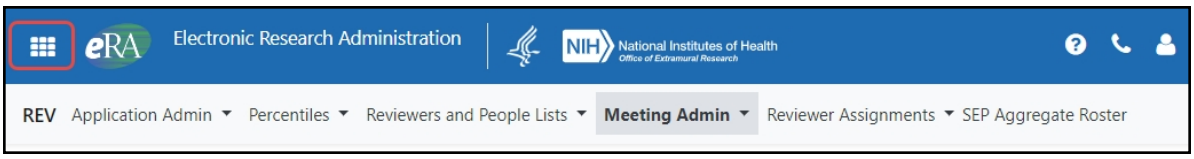
This topic explores the new navigation and UI elements that you might see on updated screens. All modules will eventually use the same framework for building the UI and navigation through screens. Older style screens will co-exist with updated screens during the transition to the new look and feel.

Read this topic to learn about:

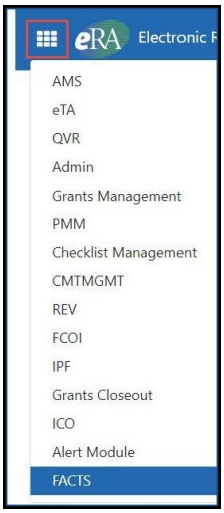
- Header/footer for eRA modules
- Navigation to and within modules
- Actions column and how it might be replaced by an ellipsis (three-dot) dropdown in a row
- Standard tools for tables
- How columns are hidden and shown on small screens

Header and Footer Navigation

The header and footer use symbols to save screen real estate and dynamically adjust to fit smaller screens.



The first icon from left is the Apps menu. The Apps menu shows all apps available to the currently logged-in user, shown below:



Other Icons in Header

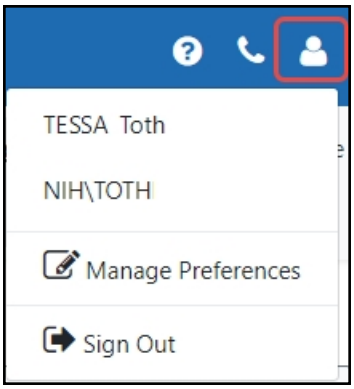
Links to the Department of Health and Human Services.

Link to grants.nih.gov.

Links to a general eRA Service Desk Support page.

Links to eRA Points of Contact page.

The person icon shows your login information, preferences, and sign out link:



Dynamic Header

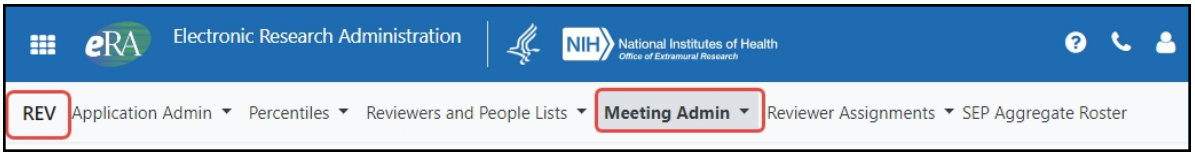
Below, on a narrow screen, most items on the header are hidden, but they pop down when you click the grid icon in the upper right, circled below.

Redesigned Footer

The footer is clean and offers only essential information organized into columns.

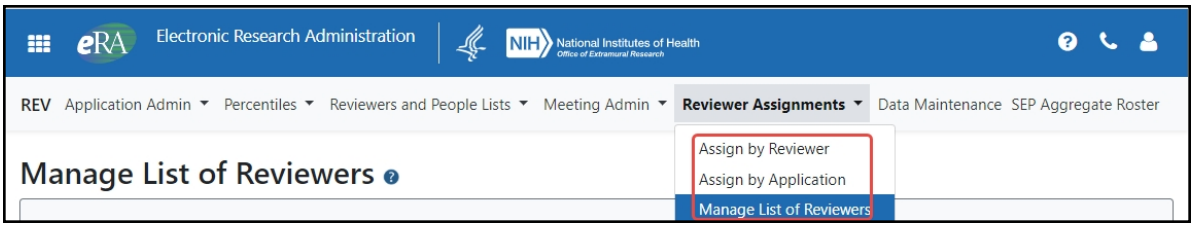
Navigating Within a Module

The module abbreviation, circled below left, lets you quickly see which module you are working in.



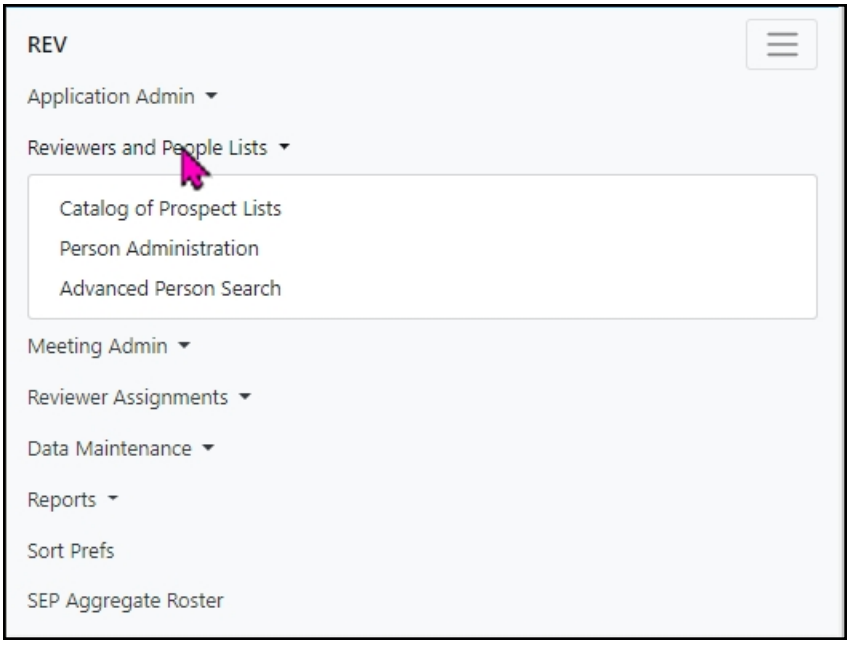
The sections of the modules are listed across the top, with the current section highlighted in gray, circled above.

To navigate to the screens available under each section, click the section name to see a dropdown that shows all screen names, as shown below.



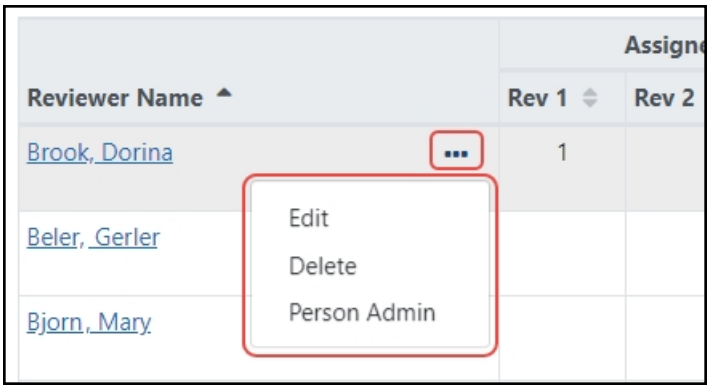
If the screen size is small, all the app section names are collapsed under a three-line icon, shown below.

When clicked, the three-line icon shows all module navigation in vertical form, below.



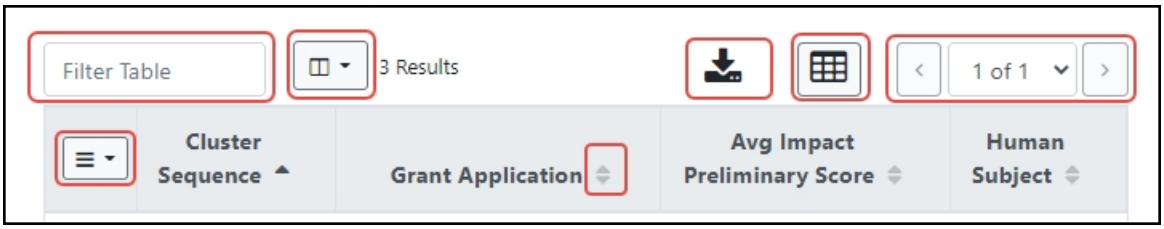
Actions Column Replaced by Ellipsis Menu

Actions that are available for each row in a table might be displayed under a three-dot ellipsis icon instead of an **Actions** column, as shown below. This happens if there are three or more actions to be displayed. If only one action item is listed, then the column will list that action as the header and have an 'x' in the body of the column.



Standard Tools for Tables

Tables are sleeker with tools for showing the data you want to see. See below for explanations of table tools.

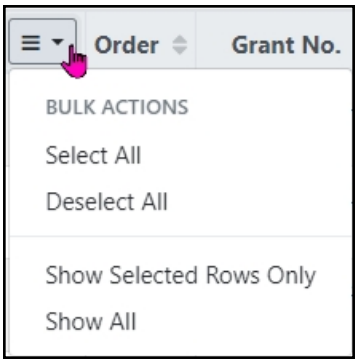


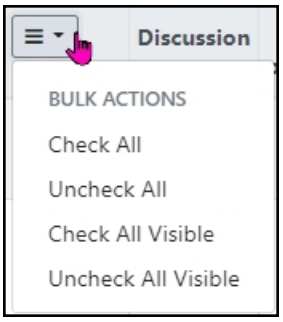
Filter

Entering filter text features instant filtering of the list as you type, with the number of found results updated as you type. The text you type in the filter is highlighted in the table.

Selecting Rows/Bulk Action Tool

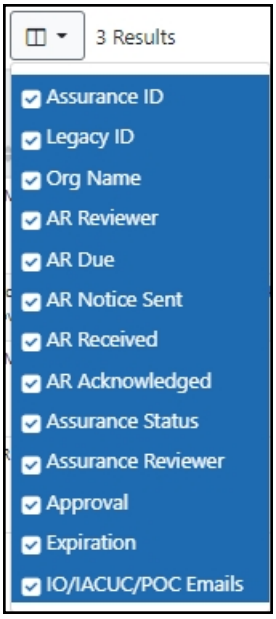
Use the bulk actions tool ≡ to select or deselect all, and to show selected rows only or all rows. Other bulk action tools might also let you mark or clear the checkboxes of all currently visible rows (such as those found by typing filter text).





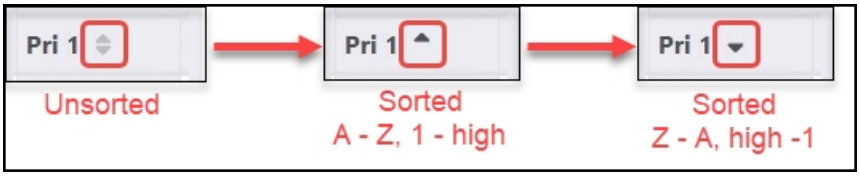
Column Picker

Click to choose the visible columns in a table by selecting/deselecting their checkboxes using the column picker tool . The column selection is only in effect until you navigate to another screen.



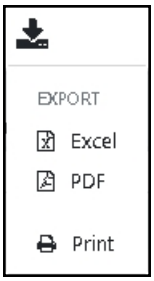
Column Sorting

Click column headers to sort by that column.



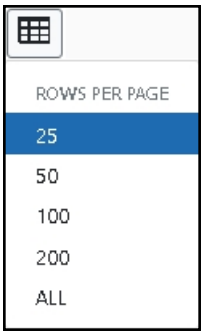
Download and Print

Use the download tool , shown below, to export table data to Excel or PDF, or to print. Data from all columns is exported/printed even if only a subset of columns are visible.



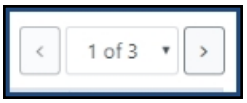
Rows Per Page

To help avoid scrolling, use the grid tool to specify how many table rows appear per page.

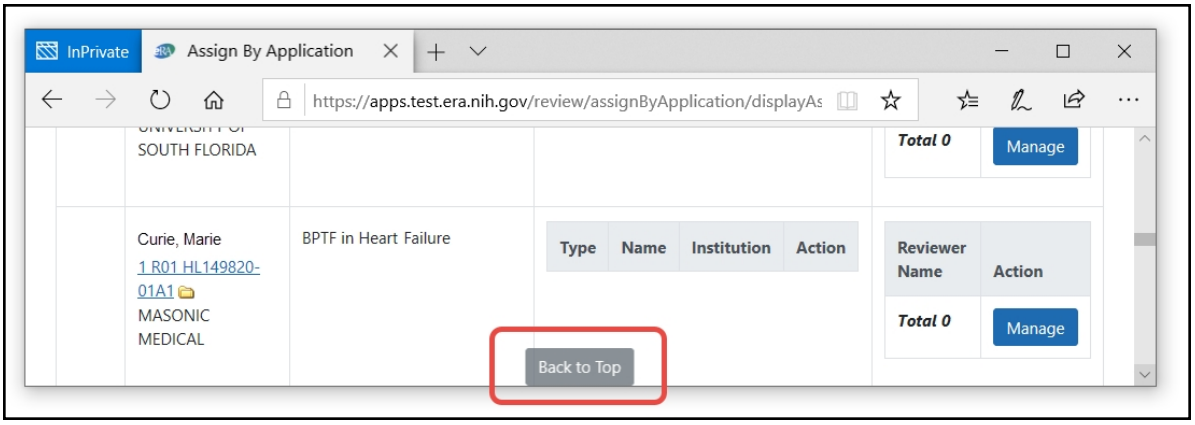


Page Navigation

Navigate to each page of search results using the following tool:

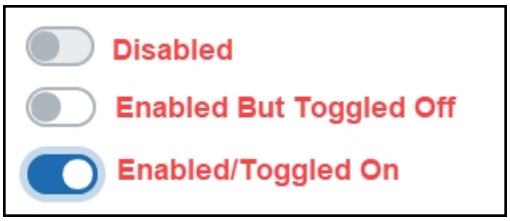


Instantly scroll back to the top of the page by clicking the **Back to Top** button, which appears on selected screens:



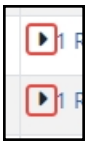
Toggle Switches

Toggles can be in one of three states, disabled, enabled but toggled off, or enabled and toggled on:

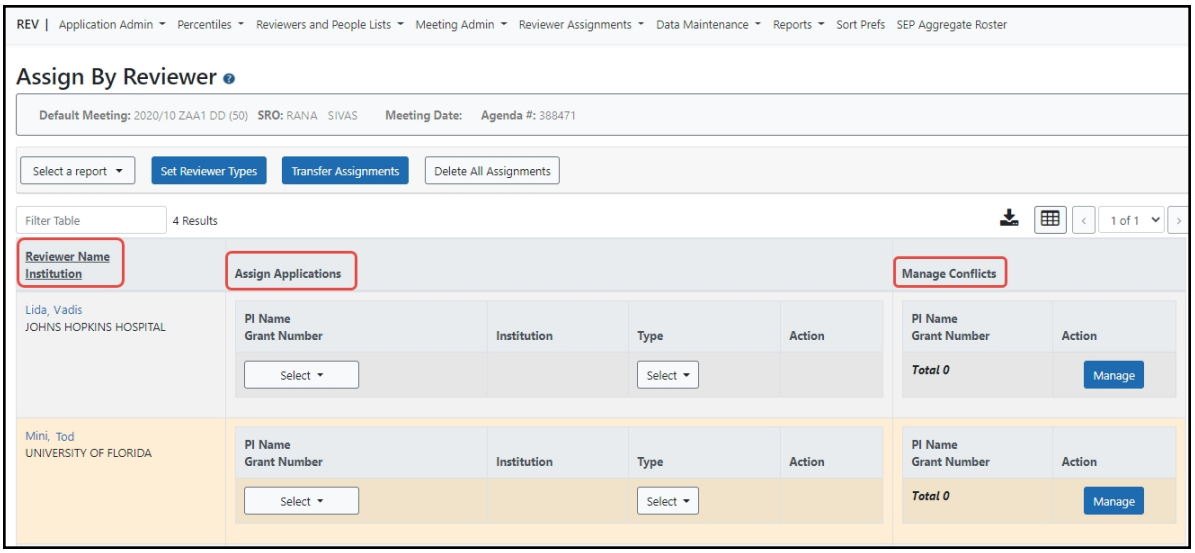


How Screen Size Can Affect Visible Columns

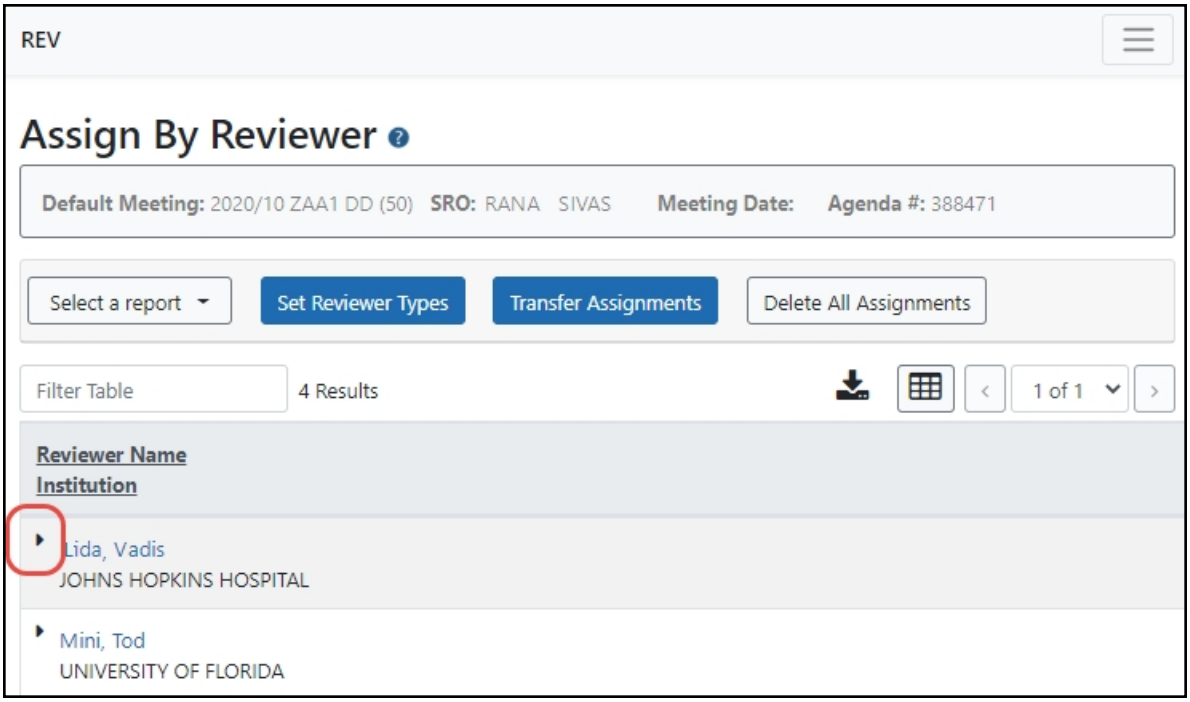
Responsive screens can hide less crucial columns if space is limited on your display. To see the hidden columns, which collapse below the row, look for the triangle icon on a row in a table that indicates hidden columns.



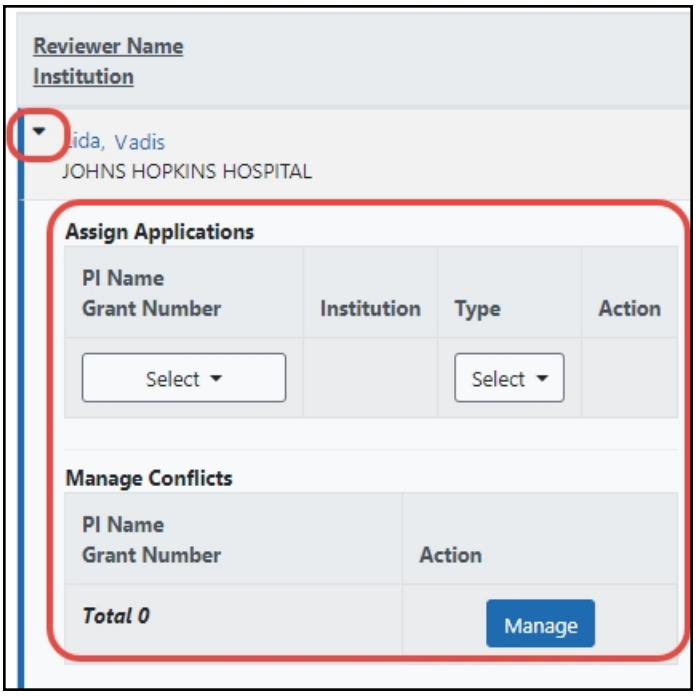
Below, see a full screen, with three columns: **Reviewer Name Institution**, **Assign Applications**, and **Manage Conflicts**.



When the screen is narrowed, the **Manage Conflicts** column and **Assign Applications** column are not visible in the table, as shown below.



All hidden columns are available by clicking the more info triangle next to the **Reviewer Name**, which drops down to show the two missing columns:



Creating an Account to Access IAR

In order to access IAR, reviewers must have an eRA Commons account with the IAR role. Reviewers who do not have an eRA Commons account are invited – through a series of emails – to create one when an SRO adds that reviewer to a meeting. The first email informs the reviewer that he or she has been invited to the specified meeting. This first email includes a link for accessing eRA Commons to begin creating the new account.

At the completion of this step in the process, the reviewer receives a second email confirming the reviewer's completion of the account creation. NIH Data Quality department evaluates the account request, and when the request is approved, a third and fourth email are sent to the reviewer.

The third email notifies the reviewer that his or her account is active. This email includes the reviewer's new eRA Commons User ID. For security, the password to this user ID is not included within this email.

A temporary password is assigned to the reviewer's new account and is emailed to the reviewer in the fourth email. Reviewers must use this temporary password to log into eRA Commons for the first time. After logging in, the reviewer is prompted to change the password.

You will be required to use login.gov when accessing IAR for review meetings starting February 1st, 2021 and later. When you are enabled for a meeting after that date, your IAR account will be transitioned to require the use of login.gov. Upon logging into eRA Commons, you will be prompted to create a login.gov account and to associate your eRA Commons account with login.gov (one-time only). From then on, you will always use the **login.gov** option on the eRA Commons login screen to log in.

For instructions on using login.gov please see:

https://era.nih.gov/register-accounts/access-era-modules-via-login-gov.htm

https://era.nih.gov/erahelp/commons/Default.htm#Commons/access/login.htm

https://era.nih.gov/faqs.htm#XXIV

Note: After transitioning to login.gov, you will no longer use your eRA Commons username and password.

After the account is successfully established, the reviewer should see the **Internet Assisted Review** module and possess the **IAR** role in eRA Commons.

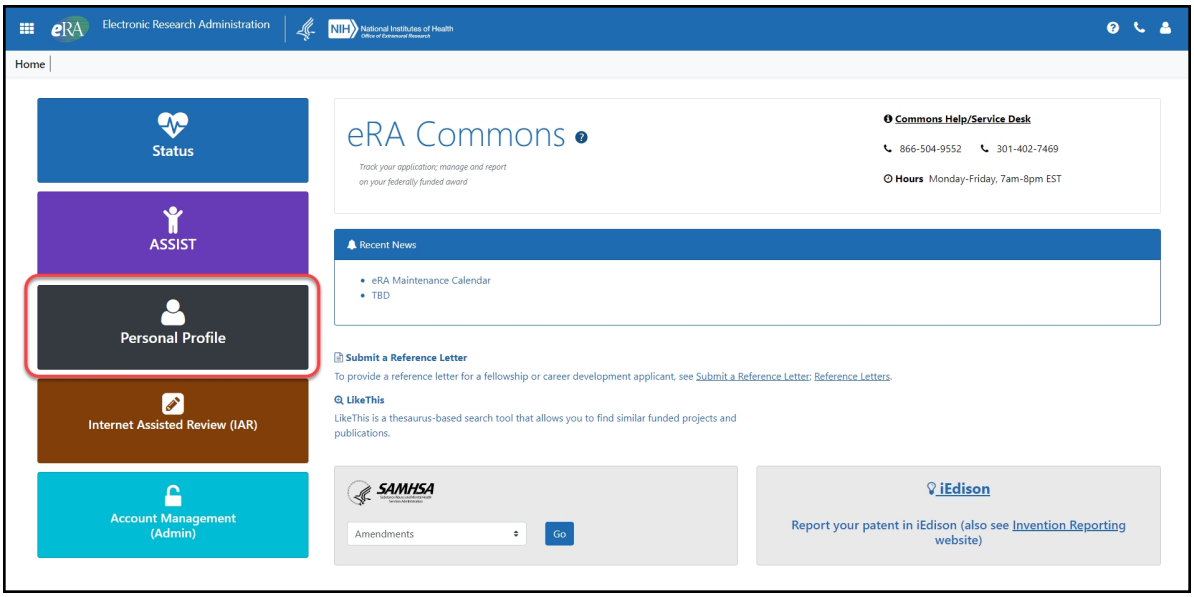
Tip: *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

Setting Up and Maintaining the eRA Commons Personal Profile

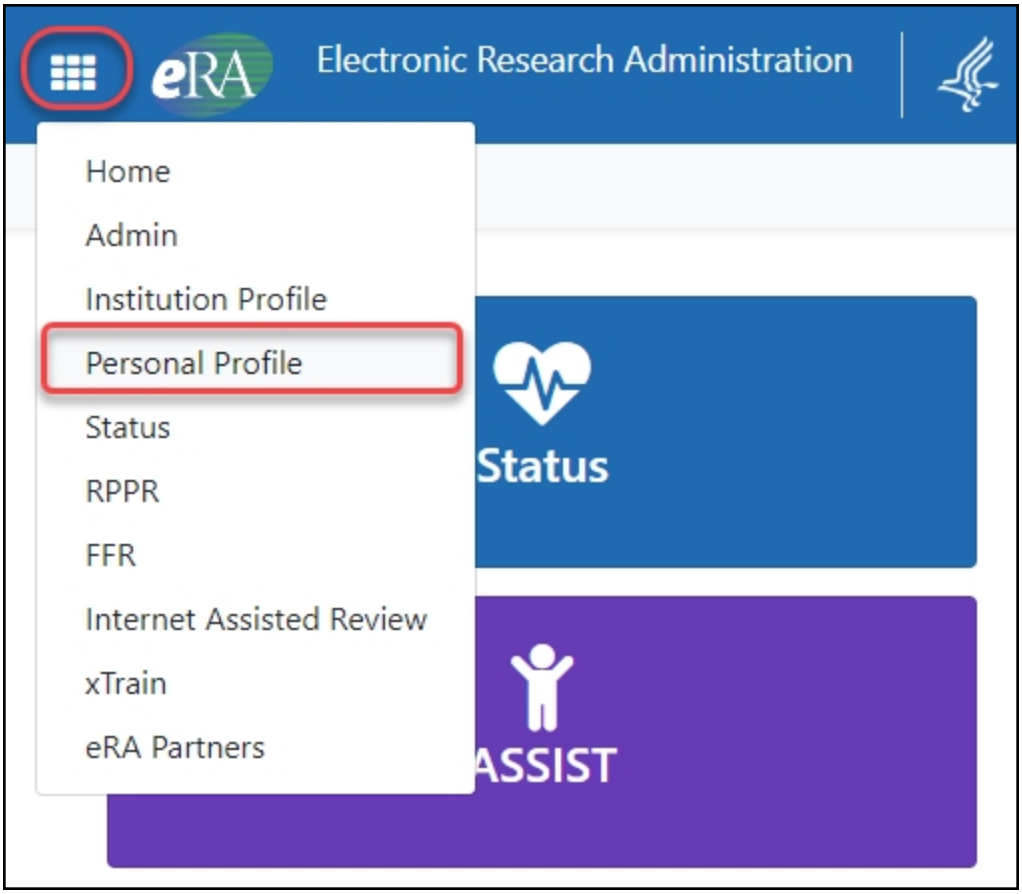
Accurate reviewer information is essential for successfully using IAR for the review process. A reviewer must maintain personal information to ensure that it is accurate. The Personal Profile in eRA Commons is the central repository of information for each of the eRA Commons registered users, which includes all reviewers. It is designed so that individual users hold and maintain ownership over the accuracy of their own profile information. This information is then used in other areas such as IAR and Peer Review. Some examples of the type of data included in the Personal Profile are email address, phone number, employment history, degrees, and addresses. Maintaining a current eRA Commons Personal Profile is imperative for successfully participating in peer review meetings.

To access the Personal Profile:

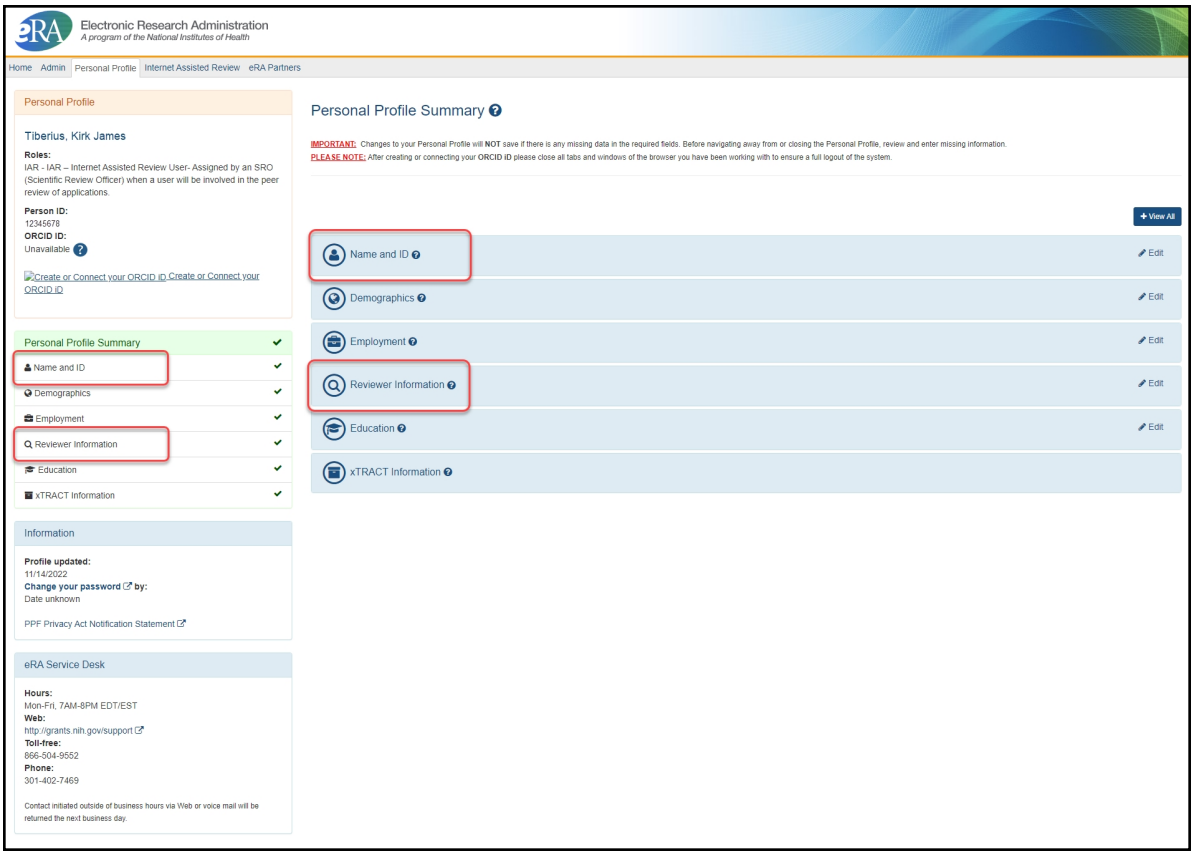
Log into eRA Commons (https://public.era.nih.gov/commons) and click the **Person Profile** button on the eRA Commons landing page.



You can also access the Personal Profile by clicking the apps icon in the upper left corner and selecting **Personal Profile** from the menu.



Review the information within each section of the profile. Take care to update the information in the **Name and ID** and **Reviewer Information** sections. Entering and maintaining valid, current information is essential for successfully using IAR and eRA Commons. The information provided within each section has different purposes, so it is important to enter the correct personal information within the proper section.



Refer to the Commons Personal Profile online help for more information on and for help completing the different sections of the Personal Profile.

Name and ID

The information used to identify yourself should you forget your password or if you are seeking a new user role (e.g., PI) is located under the **Name and ID** section.

Steps for completing this section of the profile are found in the Name and ID help topic in the Personal Profile online help.

Reviewers Information

A valid email address entered in the **Reviewer Information** section of the Personal Profile is critical for the SRO to electronically invite you as a reviewer to the meeting. Additionally, the email address entered here is used by the SRO and the IAR system to send emails related to the review meeting. This email address is often referred to as the MLG address. You can enter

this email address in the **Email** field under the **Reviewer Communications** area of this section of the profile.

This section also holds your home address and provides access to the Secure Payee Registration System (SPRS) in which you can enter your banking information to receive honoraria for your service on review meetings.

Detailed steps for completing this section of the profile are found in the Reviewer Information help topic in the Personal Profile online help.

Tip: The **Email Address** field of the Personal Profile **Name and ID** section includes a checkbox titled **Replace other email addresses?** By selecting this checkbox, you can replace the Reviewer Communications email address in your profile with the email address in the **Name and ID** section. This is a useful shortcut if you use the same email address for multiple purposes.

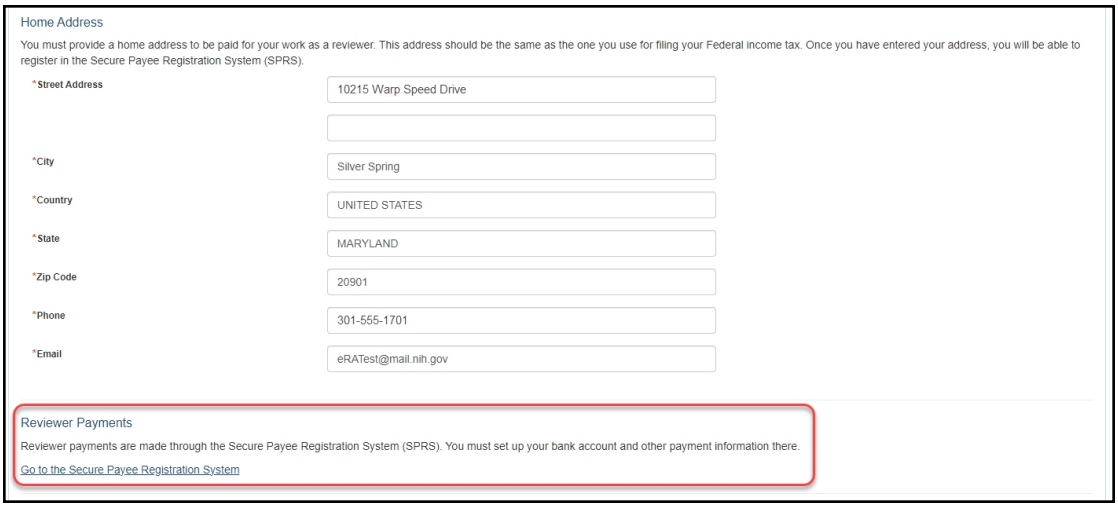
How Do I Register for Payments?

You must register your bank account and other payment information in the Secure Payee Registration System (SPRS) -plus provide Home Address information in your Commons Personal Profile - in order to be paid for service.

The **Reviewer Information** section of the Commons Personal Profile includes a link to the SPRS; however, this link is only accessible when you are in *Edit Mode*. Follow these steps to find the link and access SPRS:

1. Open your Personal Profile in Commons.
2. Select the **Edit** button on the **Reviewer Information** tile. This button is located on the right side of the tile. Selecting the **Edit** button will open the **Reviewer Information** tile in Edit Mode. You must select the **Edit** button in order to see the link to SPRS!

3. With your **Reviewer Information** open for editing, scroll down to the **Reviewer Payments** section - it's below the **Home Address** section. You should see a link to the SRPS system. The link is titled **Go to the Secure Payment Registration System**.


Home Address

You must provide a home address to be paid for your work as a reviewer. This address should be the same as the one you use for filing your Federal income tax. Once you have entered your address, you will be able to register in the Secure Payee Registration System (SPRS).

*Street Address	10215 Warp Speed Drive
*City	Silver Spring
*Country	UNITED STATES
*State	MARYLAND
*Zip Code	20901
*Phone	301-555-1701
*Email	eRATest@mail.nih.gov

Reviewer Payments

Reviewer payments are made through the Secure Payee Registration System (SPRS). You must set up your bank account and other payment information there.

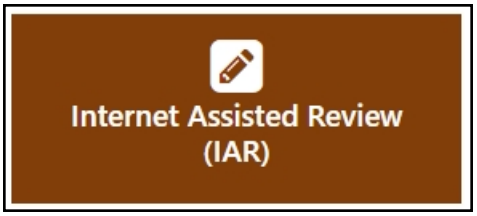
Go to the Secure Payee Registration System

4. Click the link! The Secure Payment Registration System will open. Fill out and submit the information as requested.

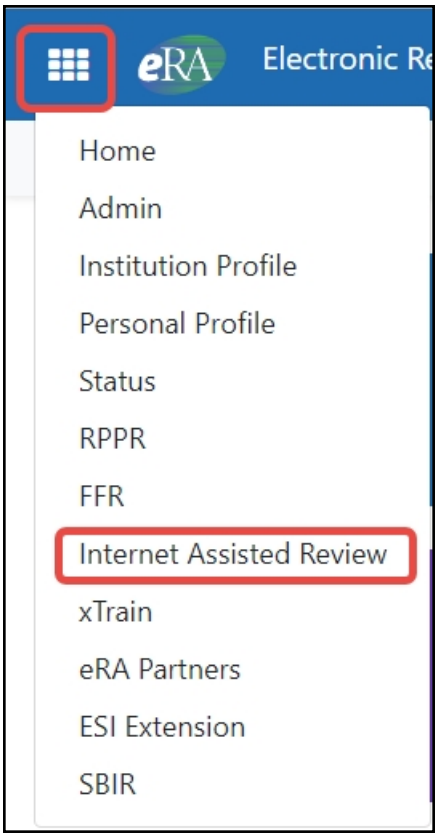
Accessing IAR

To access IAR, do one of the following:

- Log into eRA Commons (https://commons.era.nih.gov/commons) and click the Internet Assisted Review button on the landing page:



- Or, log into eRA Commons (https://commons.era.nih.gov/commons) and select **Internet Assisted Review** from Commons navigation.



- Or, type this URL in your browser, and log in normally; this should take you directly to the IAR module: https://public.era.nih.gov/iar/

Using Login.Gov

You will be required to use login.gov when accessing IAR for review meetings starting February 1st, 2021 and later. When you are enabled for a meeting after that date, your IAR account will be transitioned to require the use of login.gov. Upon logging into eRA Commons, you will be prompted to create a login.gov account and to associate your eRA Commons account with login.gov (one-time only). From then on, you will always use the login.gov option on the eRA Commons login screen to log in.

IMPORTANT: First-time log in with login.gov requires that:
- you access eRA Commons with the current URL, https://public.era.nih.gov/commons; incorrect bookmarked URLs can interfere with the login.gov process.
- your eRA Commons account is active and unlocked.
- you know your eRA Commons username and password.

If you do not remember your password or your account is locked, use the Forgot Password/Unlock Account link on the main Commons login screen to change your password or unlock your account prior to attempting to log in with login.gov.

For instructions on logging in or using login.gov, see:

https://era.nih.gov/register-accounts/access-era-modules-via-login-gov.htm

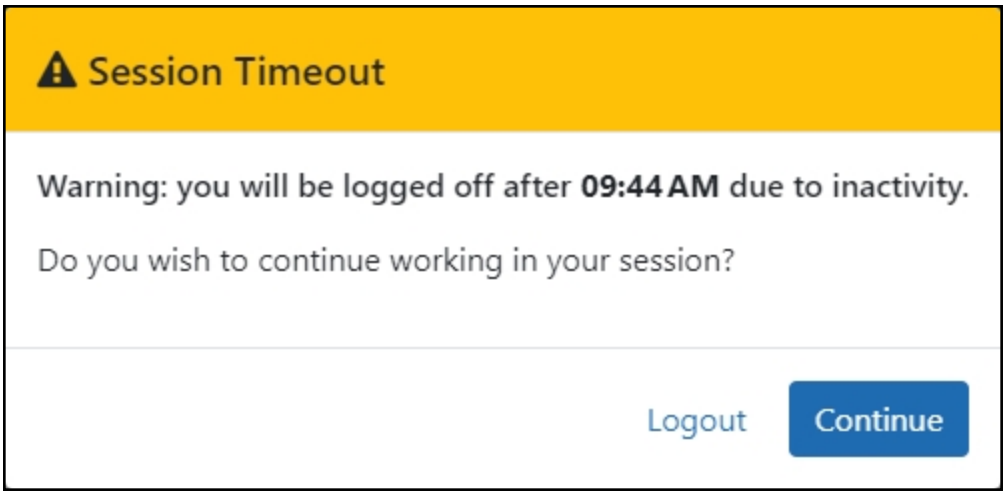
https://era.nih.gov/erahelp/commons/Default.htm#Commons/access/login.htm

https://era.nih.gov/faqs.htm#XXIV

Note: Once you start using login.gov to access eRA Commons or ASSIST; you cannot use other login methods such as Commons or ASSIST credentials (username/password) or InCommon federated credentials (use of an organization's credentials). This requirement to use login.gov also applies to any activities you may subsequently do in eRA Commons as a principal investigator, reviewer, etc. For those who use InCommon federated credentials, NIH is working with the InCommon Federation community to determine if and when that service could implement the necessary two-factor authentication processes to allow that login method to continue in the future.

Session Timeout Warning

A pop-up message appears on top of any maximized window five minutes before the standard 45-minute IAR session is about to time-out. The pop-up includes a countdown of minutes left before you will be automatically logged off IAR.



If you wish to continue working in your IAR session, select the **Continue** button. This will restart the clock providing an additional 45 minutes.

You can click the **Logout** button if you are no longer working in IAR and would like the system to log out. If you do opt to log out, please remember to manually close any other pop-up windows that might have been left open.

Note: eRA currently tests and supports the browsers listed here: https://era.nih.gov/help-tutorials/browser-compatibility-ext.htm.

Sample Emails Received by Reviewers

As a reviewer, you will receive communications (i.e., emails) from eRA Commons containing instructions for creating or setting up your account so that you can access your meetings. These communications vary depending on your current status with the Commons system.

If You (the reviewer) Have a Previously Established Commons Account

Email Invitation For IAR Sent to Reviewer with Existing Commons Account

To: <Account holder email>

Subject - eRA Commons: IAR Reviewer Invitation for meeting <Meeting Identifiers> <Meeting Title>

Dear Reviewer,

This is a system-generated invitation to the eRA Commons Internet Assisted Review (IAR) module in connection with your participation on the Objective Review [Name of Review Meeting].

To submit your preliminary written reviews electronically, you will need to log on to the eRA Commons to get to Internet Assisted Review (IAR). Our records indicate that you have previously established an Internet Assisted Review user account.

Your user name is [Commons user name].

Users will be required to use login.gov when accessing IAR for review meetings starting February 1st, 2021 and beyond. As you are enabled to meetings your IAR account will be transitioned to require the use of login.gov. You will need to create a login.gov account and you will need to associate your eRA Commons account with login.gov (one-time only). For instructions on using login.gov please see: https://era.nih.gov/register-accounts/access-era-modules-via-login-gov.htm

Note: Once you have transitioned to login.gov you will no longer be using your eRA Commons username and password.

Please click on the Commons URL https://public.era.nih.gov/commons/ (You may also copy and paste this address into the "Location" window of your browser, and press Enter. If the URL doesn't work, make sure it is complete and hasn't been broken over multiple lines. If the URL spans more than one line make sure you are entering all of it in the location window of your browser). After successfully logging on, click on Internet Assisted Review on the Commons main menu bar. Please follow "Tips for Reviewers" at http://era.nih.gov/files/tips_processing_documents.doc for submitting critiques.

Please refer to the video tutorial on how to set up and maintain your Personal Profile in eRA Commons. Once on the page, click the video title, Access and Maintain Your Personal Profile in eRA Commons, or thumbnail image to launch the video.

Note: The Meeting Administrator will provide additional information regarding the reimbursement process via email if you are being reimbursed for participating in the object review of OT applications.

If you have questions or encounter problems accessing Internet Assisted Review, please call the NIH eRA Service Desk at 301-402-7469 or 866-504-9552. You may also visit https://grants.nih.gov/support for additional methods of contact.

Thank you for your time and effort.

Sincerely,

[Scientific Review Officer's Name and Contact Information]

Email Invitation for IAR Sent to Reviewer with Existing Commons Account (*Invitation to Recruitment Phase*)

Subject: eRA Commons: IAR Conflict of Interest Check

Dear Potential Reviewer:

Thank you very much for your consideration to participate as a reviewer on Special Emphasis Panel/Scientific Review Group [Name of Meeting].

Purpose of Email

This system-generated invitation to the eRA Commons/Internet Assisted Review (IAR) modules grants you access to the Recruitment Phase of IAR for the purpose of:

- Viewing the list of applications, participating institutions and involved personnel.
- Indicating which applications, if any, you have or think you may have a conflict of interest (COI). The various types of COI you should consider are provided on the IAR website.
- Viewing application abstracts (if applicable)

After indicating potential COI in IAR, please contact the Scientific Review Officer if you have any questions or would like to discuss particular issues in more depth.

Identifying Potential Conflicts

To indicate COI in IAR: Access IAR via eRA Commons. Our records indicate that you have previously established an IAR user account.

Your user name is [Commons User Name]

Users will be required to use login.gov when accessing IAR for review meetings starting February 1st, 2021 and beyond. As you are enabled to meetings, your IAR account will be transitioned to require the use of login.gov. You will need to create a login.gov account and you will need to associate your eRA Commons account with login.gov (one-time only). For instructions on using login.gov please see: https://era.nih.gov/register-accounts/access-era-modules-via-login-gov.htm. To begin the process please visit the Commons homepage (https://public.era.nih.gov/commons/) and select the login.gov login option.

Note: Once you have transitioned to login.gov you will no longer be using your eRA Commons username and password.

Click on 'Internet Assisted Review' on the Commons main screen to view your list of meetings. Read and certify the "Confidentiality Statement" for the meeting listed above to gain access to the IAR Recruitment Phase for identifying COI.

If you have questions or encounter problems accessing Internet Assisted Review, please call the NIH eRA Service Desk at 301-402-7469 or 866-504-9552. You may also visit http://grants.nih.gov/support for additional methods of contact.

Thank you for your time and effort.

Sincerely,

[Scientific Review Officer's Name and Contact Information]

If you (the Reviewer) are New to eRA Commons

Email Invitation for IAR Sent to Reviewer New to Commons

To: <Reviewer email>

Subject - eRA Commons: IAR Reviewer Invitation for meeting <Meeting Identifiers> <Meeting Title>

Dear Potential Reviewer:

Thank you very much for your consideration to participate as a reviewer on Special Emphasis Panel/Scientific Review Group [Name of Review Meeting].

Purpose of Email

This system-generated invitation to the eRA Commons Internet Assisted Review (IAR) web site grants you access to the Recruitment Phase of IAR for the purpose of:

• Viewing the list of applications, participating institutions and involved personnel.

• Indicating which applications, if any, you have or think you may have a conflict of interest (COI). The various types of COI you should consider are provided on the IAR website.

• Viewing application abstracts (if applicable)

After indicating potential COI in IAR, please contact the Scientific Review Officer if you have any questions or would like to discuss particular issues in more depth.

Identifying Potential Conflicts

To indicate any COI in IAR (and to access the full meeting at a later date): You will need to log on to the eRA Commons to get to Internet Assisted Review (IAR).

Your action is required. Our records show that you have started but have not completed the process to create your eRA Commons/ Internet Assisted Review (IAR) account. Please visit

this web site to complete your account request as soon as possible using the following URL, which will expire on [date]:

https://public.era.nih.gov/ams/public/createProvAccount.era

(You may also copy and paste this address into the "Location" window of your browser, and press Enter. If the link is expired please contact me by phone or email listed in the signature line of this email.)

Follow the instructions on the screen. To ensure your information is both accurate and complete, you will also be asked to verify the public information relating to your grant and committee service history that NIH has on file for you. Please refer to the following URL for more information on how to set up and maintain a Personal Profile in eRA Commons:

https://era.nih.gov/era-training/era-videos.htm#iarprofile.

After submitting your registration request, you should receive a notification about your account activation within one week; it will contain the URL for the eRA Commons web site. A temporary password will be sent to you in a separate email. Please note that you cannot use Internet Assisted Review until your account is active.

Users will be required to use login.gov when accessing IAR for review meetings starting February 1st, 2021 and beyond. As you are enabled to meetings, your IAR account will be transitioned to require the use of login.gov. You will need to create a login.gov account and you will need to associate your eRA Commons account with login.gov (one-time only). For instructions on using login.gov please see: https://era.nih.gov/register-accounts/access-era-modules-via-login-gov.htm. To begin the process please visit the Commons homepage (https://public.test.era.nih.gov/commons/) and select the login.gov login option.

Note: Once you have transitioned to login.gov you will no longer be using your eRA Commons username and password.

Click on 'Internet Assisted Review' on the Commons main screen to view your list of meetings. Read and certify the "Confidentiality Statement" for the meeting listed above to gain access to the IAR Recruitment Phase for identifying COI.

If you have questions or encounter problems accessing Internet Assisted Review, please call the NIH eRA Service Desk at 301-402-7469 or 866-504-9552. You may also visit https://grants.nih.gov/support for additional methods of contact.

Thank you for your time and effort.

Sincerely,

[Scientific Review Officer's Name and Contact Information]

Email Invitation for IAR Sent to Reviewers New to Commons *(Invitation to Recruitment Phase)*

Subject: eRA Commons: IAR Conflict of Interest Check

Dear Potential Reviewer,

Thank you very much for your consideration to participate as a reviewer on Special Emphasis Panel/Scientific Review Group **MEETING IDENTIFIER**.

Purpose of Email

This system-generated invitation to the eRA Commons/Internet Assisted Review (IAR) modules grants you access to the Recruitment Phase of IAR for the purpose of:

- Viewing the list of applications, participating institutions and involved personnel.
- Indicating which applications, if any, you have or think you may have a conflict of interest (COI). The various types of COI you should consider are provided on the IAR website.
- Viewing application abstracts (if applicable)

After indicating potential COI in IAR, please contact the Scientific Review Officer if you have any questions or would like to discuss particular issues in more depth.

Identifying Potential Conflicts

To indicate any COI in IAR (and to access the full meeting at a later date): You will need to log on to the eRA Commons/Internet Assisted Review (IAR) modules with a user name and password. To establish that user name and password, we have set up a special URL address that is unique to you.

Please visit this web site as soon as possible, no later than [date] to create your account so that you can identify any conflicts of interest. The following URL will expire on [date]:

https://public.era.nih.gov/ams/public/provisionalAccounts/createProvisionalAccount.era

(If clicking on the link does not work, you may also copy and paste this address into the "Location" window of your browser, and press Enter. If the link is expired please contact me by phone or email listed in the signature line of this email.)

Follow the instructions on the screen to enter information about yourself. You will also be asked to verify the public information that NIH has on file to ensure your information is both accurate and complete. Please refer to the following URL for more information on what to expect after receiving the IAR Invitation Email: https://era.nih.gov/era-training/era-videos.htm#invitation and how to set up and maintain a Personal Profile in eRA Commons at https://era.nih.gov/era-training/era-videos.htm#iarprofile.

After submitting your registration request, you should receive a notification about your account activation within 2-5 business days; it will contain the URL for the eRA Commons web site. At that time you will be able to access Internet Assisted Review with temporary password which will be sent to you in a separate email. Please note that you cannot use Internet Assisted Review until your account is active.

Users will be required to use login.gov when accessing IAR for review meetings starting February 1st, 2021 and beyond. As you are enabled to meetings, your IAR account will be

transitioned to require the use of login.gov. You will need to create a login.gov account and you will need to associate your eRA Commons account with login.gov (one-time only). For instructions on using login.gov please see: https://era.nih.gov/register-accounts/access-era-modules-via-login-gov.htm. To begin the process please visit the Commons homepage (https://public.era.nih.gov/commons/) and select the login.gov login option.

Note: Once you have transitioned to login.gov you will no longer be using your eRA Commons username and password.

Click on 'Internet Assisted Review' on the Commons main screen to view your list of meetings. Read and certify the "Confidentiality Statement" for the meeting listed above to gain access to the IAR Recruitment Phase for identifying COI.

If you have questions or encounter problems accessing Internet Assisted Review, please call the NIH eRA Service Desk at 301-402-7469 or 866-504-9552. You may also visit https://grants.nih.gov/support for additional methods of contact.

Thank you for your time and effort.

Sincerely,

[Scientific Review Officer's Name and Contact Information]

Account Creation Approval Sent to Reviewers New to Commons

To: <Reviewer email>

Subject: eRA Commons: Your reviewer account, [COMMONS ID], has been activated

*** This is an automated notification - Please do not reply to this message. ***

Dear Reviewer:

This is a system-generated invitation to the eRA Commons Internet Assisted Review (IAR) website in connection with your participation on objective review **MEETING IDENTIFIER** meeting, scheduled for **MEETING DATES**.

An eRA Commons account has been created for [COMMONS ID]. This account gives you access to the eRA Commons, including Internet Assisted Review (IAR).

This is one of two emails you will receive that contains your login information. In accordance with our security policy, your username and password may not be sent in the same email.

Shortly, you will be receiving the second email from the eRA Commons containing your temporary password.

Users will be required to use login.gov when accessing IAR for objective review meetings starting February 1st, 2021 and beyond. As you are enabled to meetings your IAR account will be transitioned to require the use of login.gov. You will need to create a login.gov account and you will need to associate your eRA Commons account with login.gov (one-time

only). For instructions on using login.gov please see: https://era.nih.gov/register-accounts/access-era-modules-via-login-gov.htm

Note: Once you have transitioned to login.gov you will no longer be using your eRA Commons username and password.

Please open your Web browser and go to the eRA Commons URL http://public.era.nih.gov/commons/ (You can copy and paste this address into the "Location" window of your browser, and press Enter). Follow the instructions on the screen to log in to eRA Commons. After successfully logging on, click on Internet Assisted Review on the Commons main menu bar.

Note: The Meeting Administrator will provide additional information regarding the reimbursement process via email if you are being reimbursed for participating in the objective review of OT applications.

For any further questions about this email, call the eRA Service Desk at 1-866-504-9552 or refer to http://grants.nih.gov/support for additional methods of contact. Please access Commons at http://public.era.nih.gov/commons/.

For more information please visit http://era.nih.gov/

A Current Commons Account Holder

Email Invitation For IAR Sent to reviewer with Existing Commons Account

To: <Account holder email>

Subject - eRA Commons: IAR Reviewer Invitation for meeting <Meeting Identifiers> <Meeting Title>

Dear Reviewer,

This is a system-generated invitation to the eRA Commons Internet Assisted Review (IAR) website in connection with your participation on Special Emphasis Panel/Scientific Review Group [Name of Review Meeting], scheduled for [Dates of Review Meeting].

To submit your preliminary written reviews electronically, you will need to log on to the eRA Commons Internet Assisted Review (IAR) web site with a user name and password. Our records indicate that you have previously established an Internet Assisted Review user account.

Your user name is [Commons user name].

Please open your Web browser and go to the eRA Commons URL [URL Listed Here]. (You can copy and paste this address into the "Location" window of your browser, and press Enter. If the url doesn't work, make sure it is complete and hasn't been broken over multiple lines. If the url spans more than one line, make sure you are entering all of it in the location window of your browser.) Follow the instructions on the screen to log in to eRA Commons. After successfully logging on, click on Internet Assisted Review on the Commons main menu bar. Please follow "Tips for Reviewers" <https://era.nih.gov/files/tips_processing_ documents.doc> for submitting critiques.

Note: To process your reimbursement in a timely manner, please make sure that your banking information is complete. You can enter or update your personal banking information securely from eRA Commons. After you access eRA Commons (as described in the paragraph above) click on Personal Profile on the eRA Commons main menu bar. Then click Edit on the Reviewer Information section. On the Reviewer Payments subsection you will be provided with a link "Go to the Secure Payment Registration System" where you can verify and/or update your personal banking information.

If you have questions or encounter problems accessing Internet Assisted Review, please contact me or call the NIH eRA Service Desk at 301-402-7469 or 866-504-9552.

Thank you for your time and effort.

Sincerely,

[Scientific Review Officer's Name and Contact Information]

Email Invitation for IAR Sent to Reviewer with Existing Commons Account (*Invitation to Recruitment Phase*)

Subject: eRA Commons: IAR Conflict of Interest Check

Dear Potential Reviewer:

Thank you very much for your consideration to participate as a reviewer on Special Emphasis Panel/Scientific Review Group [Name of Meeting].

Purpose of Email

This system-generated invitation to the eRA Commons Internet Assisted Review (IAR) web site grants you access to the Recruitment Phase of IAR for the purpose of:

- Viewing the list of applications, participating institutions and involved personnel.
- Indicating which applications, if any, you have or think you may have a conflict of interest (COI). The various types of COI you should consider are provided on the IAR website.
- Viewing application abstracts (if applicable)

After indicating potential COI in IAR, please contact the SRO if you have any questions or would like to discuss particular issues in more depth.

Identifying Potential Conflicts

To indicate COI in IAR: Log on to the eRA Commons IAR web site with your user name and password. Our records indicate that you have previously established an IAR user account.

Your user name is [Commons User Name]

Please open your Web browser and go to the eRA Commons URL [URL Listed Here]

Follow the instructions on the screen to log in to Commons. After successfully logging on, click on "Internet Assisted Review" on the Commons main screen to view your list of meetings. Read and certify the "Confidentiality Statement" for the meeting listed above to gain access to the IAR Recruitment Phase for indentifying COI.

If you have questions or encounter problems accessing Internet Assisted Review, please call or email the NIH eRA Service Desk at 301-402-7469 or 866-504-9552 or email commons@od.nih.gov.

Thank you for your time and effort.

Sincerely,

[Scientific Review Officer's Name and Contact Information]

New to eRA Commons

Email Invitation for IAR Sent to Reviewer New to Commons

To: <Reviewer email>

Subject - eRA Commons: IAR Reviewer Invitation for meeting <Meeting Identifiers> <Meeting Title>

Dear Reviewer:

This is a system-generated invitation to the eRA Commons Internet Assisted Review (IAR) website in connection with your participation on Special Emphasis Panel/Scientific Review Group [Name of Review Meeting] scheduled for [Dates for Review Meeting].

To submit your preliminary written reviews electronically, you will need to log on to the eRA Commons Internet Assisted Review (IAR) website with a user name and password. To establish that user name and password, we have set up a special URL (address on the Internet) that is unique to you.

Please visit this web site to create your account as soon as possible or no later than 2 weeks before your reviews are due. Open your Web browser and go to the URL [URL Listed Here] (You can copy and paste this address into the "Location" window of your browser, and press Enter. If the url doesn't work, make sure it is complete and hasn't been broken over multiple lines. If the url spans more than one line make sure you are entering all of it in the location window of your browser and that there are no spaces in the address). Follow the instructions

on the screen to enter information about yourself. You will also be asked to verify the public information that NIH has on file to ensure your information is both accurate and complete.

After submitting your registration request, you should receive a notification about your account activation within 2-5 business days; it will contain the URL for the eRA Commons web site. At that time you will be able to access Internet Assisted Review with temporary password which will be sent to you in a separate email. Please note that you cannot use Internet Assisted Review until your account is active.

If you have questions or problems setting up your account, please call or email the NIH eRA Service Desk at 301-402-7469 or 866-504-9552 or commons@od.nih.gov.

Thank you for your time and effort.

Sincerely,

[Scientific Review Officer's Name and Contact Information]

Email Invitation for IAR Sent to Reviewers New to Commons *(Invitation to Recruitment Phase)*

Subject: eRA Commons: IAR Conflict of Interest Check

Dear Potential Reviewer,

Thank you very much for your consideration to participate as a reviewer on Special Emphasis Panel/Scientific Review Group **MEETING IDENTIFIER**.

Purpose of Email

This system-generated invitation to the eRA Commons Internet Assisted Review (IAR) web site grants you access to the Recruitment Phase of IAR for the purpose of:

- Viewing the list of applications, participating institutions and involved personnel.
- Indicating which applications, if any, you have or think you may have a conflict of interest (COI). The various types of COI you should consider are provided on the IAR website.
- Viewing application abstracts (if applicable)

After indicating potential COI in IAR, please contact the SRO if you have any questions or would like to discuss particular issues in more depth.

Identifying Potential Conflicts

To indicate any COI in IAR (and to access the full meeting at a later date): You will need to log on to the eRA Commons Internet Assisted Review (IAR) web site with a user name and password. To establish that user name and password, we have set up a special URL address that is unique to you.

Please visit this web site to create your account as soon as possible so that you can identify any conflicts of interest. Open your Web browser and go to the URL [URL Listed Here].

Follow the instructions on the screen to enter information about yourself. You will also be asked to verify the public information that NIH has on file to ensure your information is both accurate and complete.

After submitting your registration request, you should receive a notification about your account activation within 2-5 business days; it will contain the URL for the eRA Commons web site. At that time you will be able to access Internet Assisted Review with temporary password which will be sent to you in a separate email. Please note that you cannot use Internet Assisted Review until your account is active.

If you have questions or encounter problems accessing Internet Assisted Review, please call or email the NIH eRA Service Desk at 301-402-7469 or 866-504-9552 or email commons@od.nih.gov.

Thank you for your time and effort.

Sincerely,

[Scientific Review Officer's Name and Contact Information]

Account Creation Approval Sent to Reviewers New to Commons

To: <Reviewer email>

Subject eRA <System Name>: Your reviewer account, <USERNAME>, has been activated

Dear Reviewer:

This is a system-generated invitation to the eRA <System Name> Internet Assisted Review (IAR) website in connection with your participation on Special Emphasis Panel/Scientific Review Group <insert meeting identifier> meeting, scheduled for <insert meeting begin/end dates>.

An eRA <System Name> account has been created for <USERNAME> with this User ID <User_ID>. This account gives you access to the eRA <System Name>, including Internet Assisted Review (IAR).

This is one of two emails you will receive that contains your login information. In accordance with our security policy, your username and password may not be sent in the same email.

Shortly, you will be receiving the second email from the eRA <System Name> containing your password.

Please open your Web browser and go to the eRA <System Name> URL <Login page> (You can copy and paste this address into the "Location" window of your browser, and press Enter). Follow the instructions on the screen to log in to eRA <System Name>. After successfully logging on, click on Internet Assisted Review on the <System Name> main menu bar. Please follow "Tips for Reviewers" <https://era.nih.gov/files/tips_processing_documents.doc> for submitting critiques.

Note: To process your reimbursement in a timely manner, please make sure that your banking information is complete. You can enter or update your personal banking information

securely from eRA Commons. After you access eRA Commons (as described in the paragraph above) click on Personal Profile on the eRA Commons main menu bar. Then click Edit on the Reviewer Information section. On the Reviewer Payments subsection you will be provided with a link "Go to the Secure Payment Registration System" where you can verify and/or update your personal banking information.In the process of verifying your account, the eRA had the following comments:

<Comments (if any)>

Reviewer's Workflow

Tip: For instructions unique to Virtual Meetings (VM), see the information here.

The reviewer's workflow includes responsibilities before, during, and after the meeting, spanning the different phases of the meeting. The possible tasks for a reviewer are as follows:

- Create an eRA Commons account to access IAR
- Access the IAR *List of Meetings* screen
- Electronically sign the *Confidentiality Agreement* and indicate Federal Lobbyist status
- Examine assigned applications to determine/disclose any conflicts of interest (COI) and check for appropriateness of assignment for expertise
- Electronically sign the *Pre-Meeting COI Certification*
- Access the application electronically
- Find review related materials, such as review guidelines, rosters, etc.
- Find post-submission materials
- Submit critiques and scores
- Read other reviewers' critiques
- View the *Preliminary Score Matrix*
- Submit final scores (usually during the review meeting)
- Edit critiques and scores
- Electronically sign the *Post-Meeting COI Certification*

IAR Meeting Phases

The process of reviewing applications is broken down into several meeting phases. The SRO* creates the phase dates in the IAR *Control Center* for each meeting. Before reviewers can see a meeting in IAR, the phases for the meeting must be set, the reviewer must have an active eRA Commons account, and the reviewer must be enabled for that meeting.

Note: All times are in Eastern Standard Time/ Eastern Daylight Time.

Note: Not all phases are used by every review meeting.
While some meeting phases are required (Submit Phase, Read Phase), others are optional (Recruitment Phase, Edit Phase) at the SRO's discretion. All possible meeting phases are discussed in the sections that follow.

Note: The Chair of a meeting is not granted any special privileges in IAR regarding access to critiques. During the Submit Phase, the Chair will only be able to view critiques for assigned applications. During the Read Phase, the Chair will be able to read all meeting critiques (unless blocked or in conflict). The *List of All Applications* defaults to show a reviewer's assignment list, but the reviewers can see the full meeting list of applications by clicking on the **List All Applications** link. If a Chair has no assignments, they will need to click on **List All Applications** link to view all meeting critiques.

Tip: *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

Recruitment Phase

The SRO* responsible for conducting the review meeting is required to select and assign reviewers for each application in the meeting. These reviewers must not have any real or apparent conflicts of interest (COI) with the applications they are reviewing. A COI in scientific peer review exists when a reviewer has an interest in or an association with a person involved with a grant, a cooperative agreement application, or an R&D contract proposal that is likely to cause a bias within the evaluation. If a reviewer has a conflict of interest with an application, they may not participate in its review.

For this reason, the Recruitment Phase was created. In the Recruitment Phase, potential reviewers are given access to view a list of involved personnel for a meeting and to self-identify any Conflicts of Interest before being selected as reviewers in those meetings.

Tip: The NIH Conflict of Interest, Confidentiality, and Non Disclosure Rules can be accessed online at the following location: https://grants.nih.gov/grants/peer/COI_Information.pdf. You may also review the Refer to the section of this document titled *Certifying Conflicts of Interest* on Page 158 topic in this online guide.

The Recruitment Phase is an optional phase enabled at the discretion of the SRO, usually ending with the start of the meeting or selection of a reviewer for the *Submit Phase*. The SRO invites the potential reviewers to participate in the Recruitment Phase, and when enabled for it, the reviewers are notified via an email invitation. In this phase, potential reviewers self-identify any COIs before being selected as reviewers and being given access to applications in the meeting.

When a potential reviewer is enabled by an SRO to participate in the Recruitment Phase of a meeting, the reviewer is notified of this invitation by email. The email sent to a reviewer differs depending on the status of the reviewer's eRA Commons account.

Recruitment Phase Workflow Summary:

- Respond to the email invitation from SRO
- Create an eRA Commons account to access IAR (This is a one-time function. Do not create a new account if you already have an existing account.)
- Access the IAR *List of Meetings* screen
- Electronically sign the *Confidentiality Agreement* and indicate Federal Lobbyist status
- Examine assigned applications to determine/disclose any conflicts of interest (COI) and determine if the assignments are appropriate for your expertise
- Electronically sign the *Pre-Meeting COI Certification*
- Access the applications electronically
- Refer to the Reviewer's Workflow for subsequent steps performed in other phases of the meeting

Tip: *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

Submit Phase

During the Submit Phase, reviewers submit critiques and preliminary scores for their assigned applications. Reviewers can only view critiques and scores that they have submitted and cannot yet read the critiques of other reviewers; however, they may submit critiques for unassigned applications if permitted by the SRO*. Access to the critiques of other Reviewers is restricted during this phase to ensure that Reviewers begin the process with independently developed opinions. These actions are taken using the *List of All Applications* screen in IAR, which is discussed later in this document.

The Critique Due Date determines the end of the Submit Phase and is typically a few days to a week before the actual meeting date.

NOTE: The Veterans Affairs (VA) Meeting Chairperson can access submitted critiques during the Submit Phase. When the VA Meeting Chairperson navigates to the *List of Applications* screens, the system shows a **Download Zip of All Critiques (PDF)** link, even while the

meeting is in the Submit Phase. Clicking the link downloads all the critiques that have been submitted at that time. However, critiques of applications identified by the SRO that are in conflict with the chairperson are omitted from the downloaded PDF.

Note: Mail Reviewers can only see their assigned applications regardless of SRO settings.

Tip: *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

Read Phase

During the Read Phase of a meeting, reviewers who have already submitted critiques for their assigned applications can view the critiques and scores of other reviewers. Reviewers may submit late critiques if they had not done so in the Submit Phase; however, Reviewers cannot modify or resubmit critiques or preliminary scores already submitted during the Read Phase.

Not all Reviewers can view all critiques, for example, Mail Reviewers may only view assigned applications. Reviewers may be blocked by SROs* from reviewing others' critiques if their own have not been submitted. Reviewers are also excluded from viewing critiques of applications with which they are in conflict. Refer to the section of this document titled *Viewing Critiques* on Page 88 for more information.

The Read Phase of the meeting begins immediately at the end of the Submit Phase and ends when the SRO designates, which usually is at the time the actual meeting ends.

Tip: *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

Edit Phase

The Edit Phase is an optional phase enabled at the discretion of the SRO*. During the Edit Phase, reviewers can submit updated critiques for their assigned applications and read critiques posted by themselves and others. Additionally, reviewers can submit critiques for unassigned applications if permitted by the SRO*. As with the other phases, reviewers cannot submit critiques or view critiques if in conflict with the application.

Note: Preliminary score submission is not permitted in the Edit Phase after the actual meeting is held (start date of the actual meeting has passed). Criteria scores can be modified in this phase.

Tip: *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract

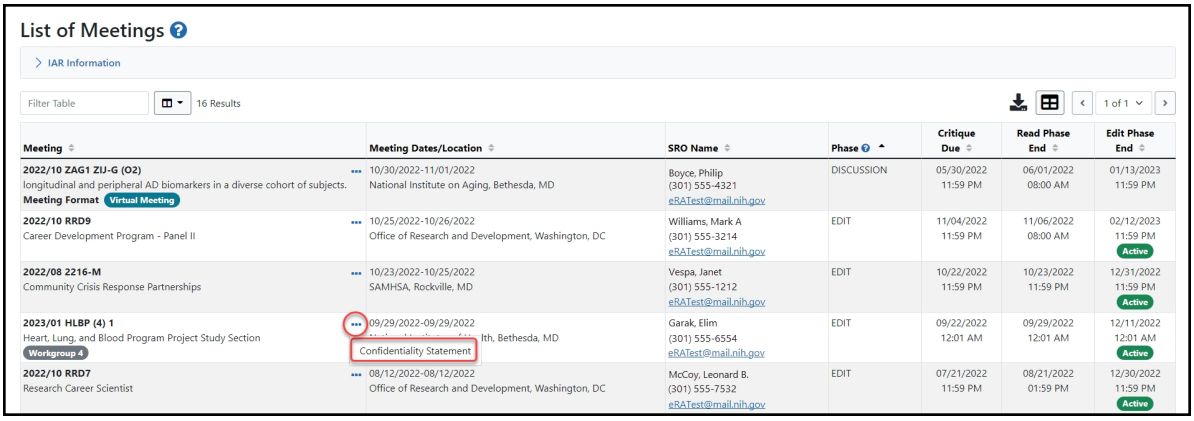
but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

List of Meetings Screen

The *List of Meetings* screen in IAR is the first screen that reviewers see once they have accessed IAR. This screen is the starting point from which IAR related meeting information is obtained. Depending on the specific phase of a meeting or status of a reviewer, various links appear in *List of Meetings* for performing the necessary functions.

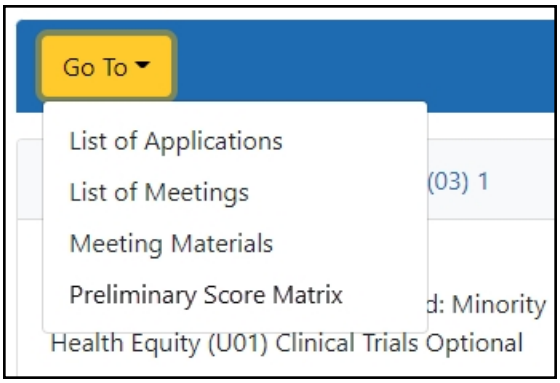
When a reviewer accesses IAR, the system searches meetings for which the reviewer is enabled, and the meeting phase is active. These meetings display in the *List of Meetings*. If a reviewer is enabled for special types of meetings, these meetings display in a separate table of meetings, above the regular meetings.

IAR also checks to see if the reviewer has signed the electronic *Confidentiality Statement*. Meeting information cannot be displayed to a reviewer until the *Confidentiality Statement* is signed. If not signed, the *List of Meetings* displays only the meeting name and the **Confidentiality Statement** link under the three-dot ellipses icon. The steps for completing the *Confidentiality Statement* are discussed in further detail later in this chapter.



Global Navigation

A global navigation menu is present on the following screens: *List of Applications*, *List of Meetings*, *Meeting Materials*, and *Preliminary Score Matrix*. This may change dependent upon the user's role.



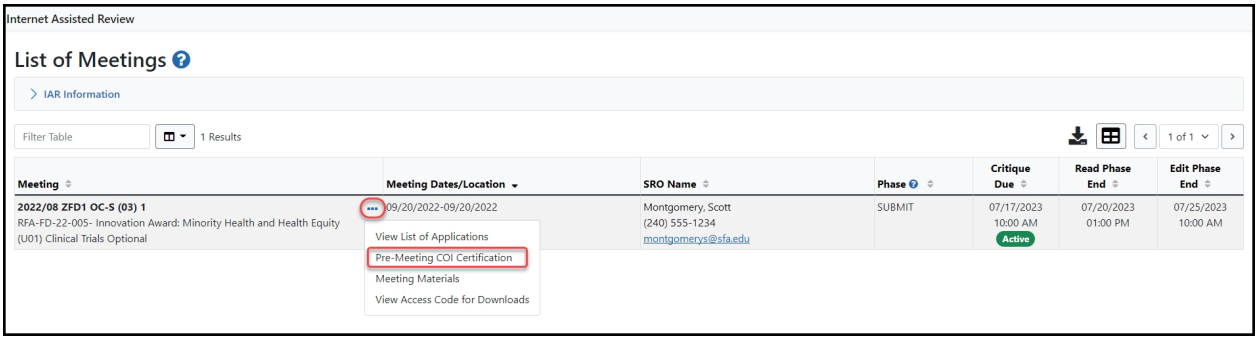
Accessing the List of Meetings Screen

To access the *List of Meetings*:

1. Log into eRA Commons and select the **Internet Assisted Review** tab.

   The *List of Meetings* screen displays any meetings having an active phase and for which the reviewer is enabled. The details of the meeting, such as location and time, are also displayed. Action links are found by clicking the three-dot ellipses icon in the **Meeting** column, depending on the current status of the reviewer and/or meeting (for example, whether the reviewer has signed the *Pre-Meeting COI Certification*, the current active meeting phase, type of meeting). These links are used for accessing additional meeting information.

2. *First time accessing the meeting only*: Select the **Pre-Meeting COI Certification** linkunder the three-dot ellipses icon to sign the *Pre-Meeting COI Certification* for the meeting. This certificate must be signed once for every meeting accessed by a reviewer. (The Post-Meeting link will be signed when all meeting duties are complete.)



screen Action links under the three-dot ellipses icon on List of Meetings

3. *For Recruitment Phase meetings only*: Select the **Check Conflicts** from the three-dot

to indicate applications for which a conflict of interest exists. The **Check Conflicts** link displays only for meetings with an enabled Recruitment Phase.

The *List of Meetings* screen is displayed as a table of information. The columns are as follows:

Meeting

Displays meeting information such as meeting identifier and title. If the meeting is not in-person, the words **(Virtual Meeting)** or **(Teleconference)** appear after the meeting title. If the meeting uses the Online Critiques screen for entering critiques rather than Microsoft Word-based template files, the circled phrase **Online Critique** appears after the meeting title.

Actions accessed via the three-dot ellipses icon

Displays phase-appropriate links from which a reviewer can access all information and screens necessary for completing the review assignments in IAR. Not all links are displayed or available at all times or for all reviewers and vary depending on the active meeting phase and meeting type. The possible links are listed below, but are explained in detail throughout this user guide.

- Confidentiality Statement
- Check Conflicts
- View List of Applications
- Preliminary Score Matrix
- SRG Minutes/Budget Form
- Pre-Meeting COI Certification
- Post-Meeting COI Certification
- Meeting Materials
- View Password for Materials

Meeting Dates/Location

Displays the actual meeting dates as well as the location (hotel, city, state) of the review meeting.

SRO Name*

Displays the name, phone number, and email address of the SRO. The SRO's email address is displayed as a hyperlink and can be selected to open your default email provider and send an email to the SRO.

Phase

This is the current IAR phase for the meeting (e.g., Recruitment, Submit, Read, Edit).

Critique Due

Displays the date and time at which critiques are due. This date also represents the end of the Submit Phase of the meeting.

Read Phase End

Displays the date and time at which the Read Phase ends.

Edit Phase End

Displays the date and time at which the Edit Phase ends.

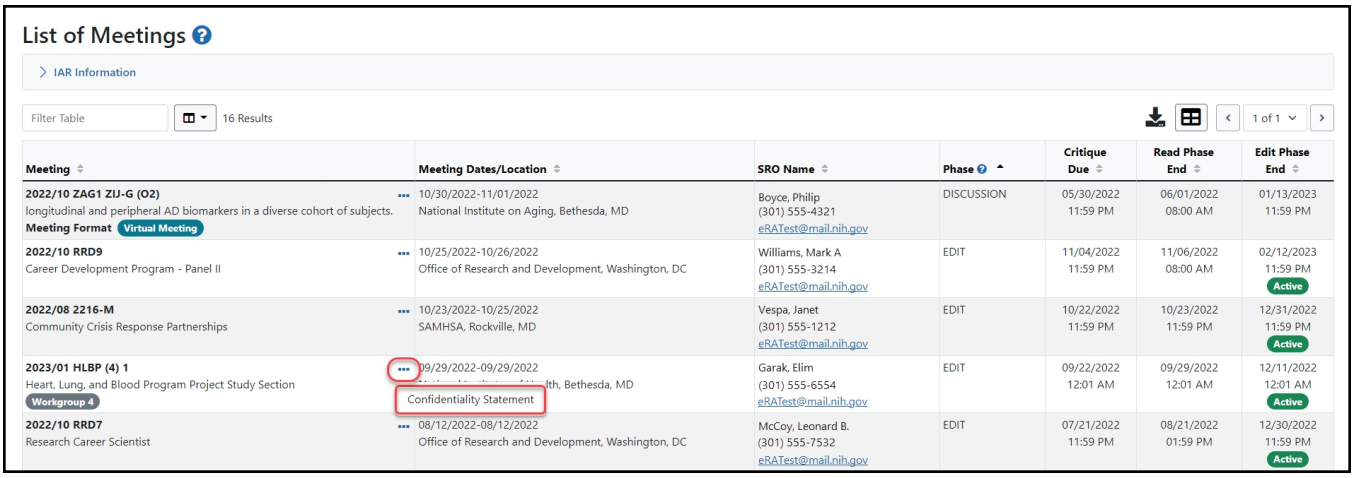
For special activity codes review, the following columns may be displayed instead of the ones listed above:

Tip: *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

Confidentiality Agreement

SAMHSA users - click here.

For each meeting for which a reviewer is enabled, IAR checks to determine if the *Confidentiality Agreement* has been electronically signed. The *Confidentiality Agreement* statement must be signed one time for each meeting, regardless of meeting phase. If the reviewer has not signed the agreement for a particular meeting, the **Confidentiality Statement** link under the three-dot ellipses icon on *List of Meetings*. This link opens the *Confidentiality Agreement*.



Note: The **Confidentiality Statement** links only displays if the reviewer has not signed the agreement for the meeting. The links are removed once the agreement is signed.

In IAR, reviewers are required to indicate whether they are federally registered lobbyists before being granted access to a meeting. Office of Management and Budget (OMB) policy

requires a ban on the appointment of federally registered lobbyists to federal advisory committees and other boards and commissions. The steps for signing the agreement vary depending on this designation. The *Confidentiality Agreement* explains this process and prompts reviewers to provide a status before electronically signing the agreement and gaining access to the meeting.

Follow the appropriate steps as indicated in the sections that follow.

Reviewer is Not a Federally Registered Lobbyist

To access and sign the *Confidentiality Agreement* and indicate that you are NOT a federally registered lobbyist:

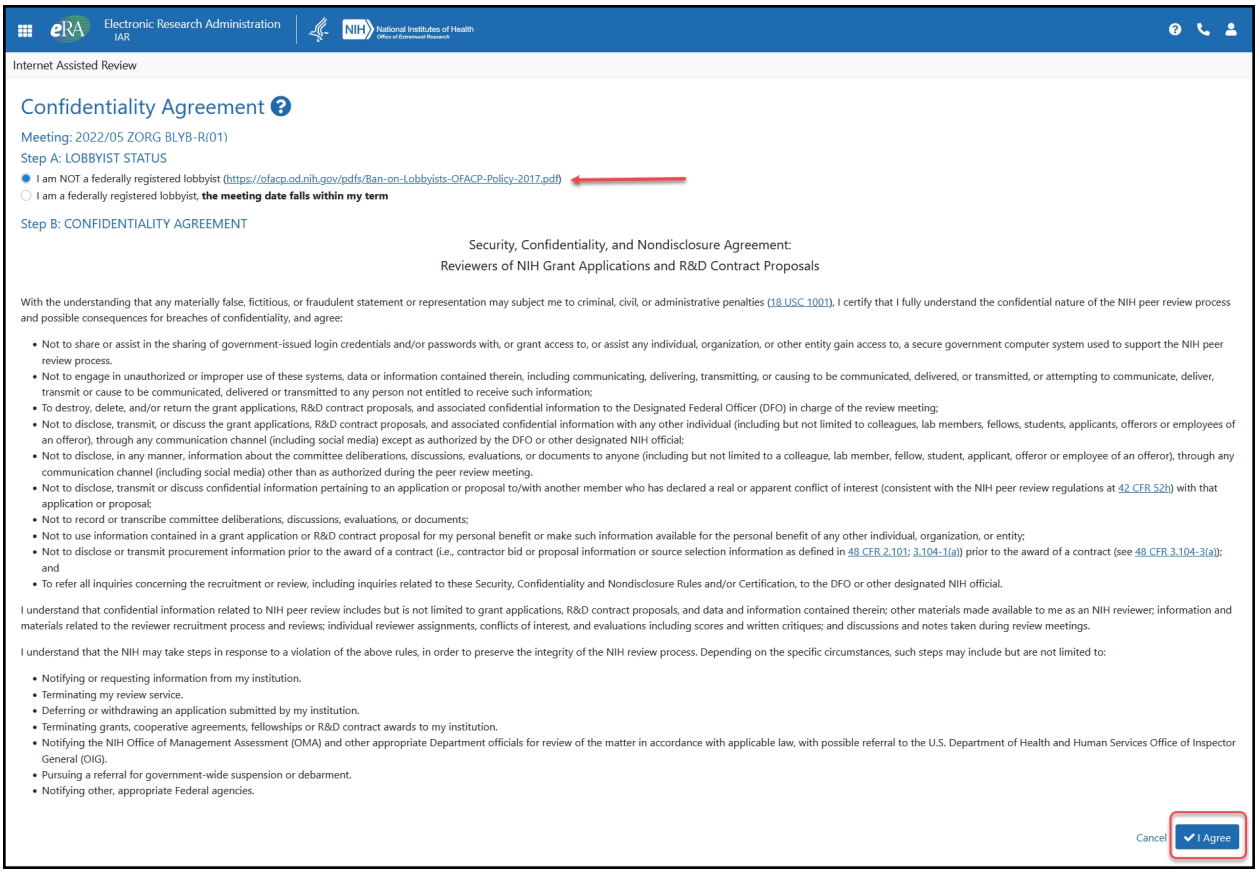
1. Select the **Confidentiality Statement** link from the **Action** column on the *List of Meetings*.

The *Confidentiality Agreement* displays. This screen contains the *NIH Confidentiality and Non Disclosure Rules*. Please read the agreement carefully.

2. Select the radio button indicating **I am NOT a federally registered lobbyist.**

3. Click the **I agree** button at the bottom of the screen.

The *List of Meetings* screen returns with the **Action** links appropriate for the meeting.



Reviewer is a Federally Registered Lobbyist

A federally registered lobbyist whose term falls within the dates of a review meeting cannot be granted access to the review meeting. A reviewer's status as a federally registered lobbyist must be indicated on the *Confidentiality Agreement* screen.

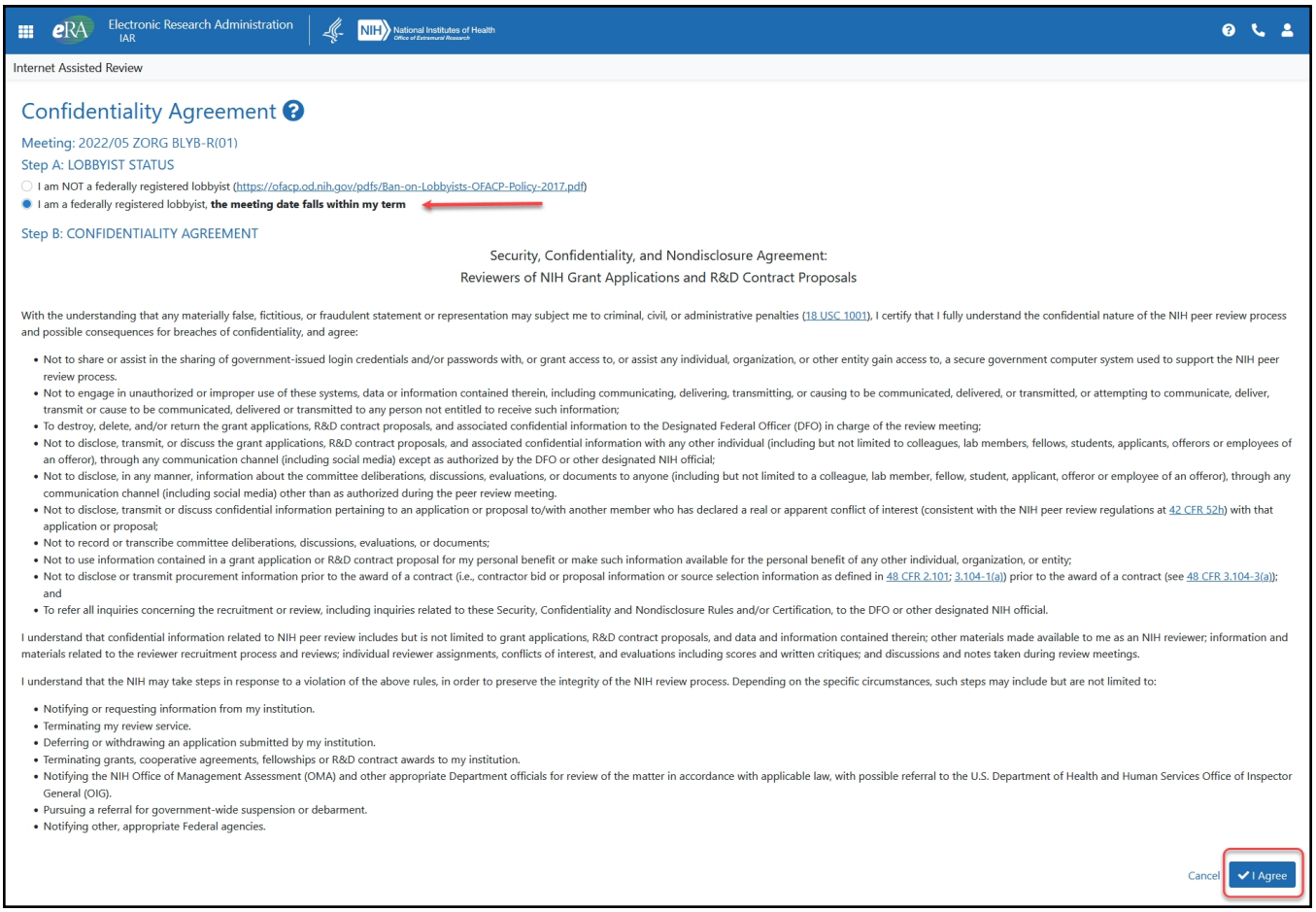
To access and sign the *Confidentiality Agreement* and indicate that you ARE a federally registered lobbyist:

1. Select the **Confidentiality Statement** link from the **Action** column of the *List of Meetings*.

The *Confidentiality Agreement* displays. This screen contains the *NIH Confidentiality and Nondisclosure Rules*. Please read the agreement carefully.

2. Select the radio button indicating **I am a federally registered lobbyist, the meeting date falls within my term.**

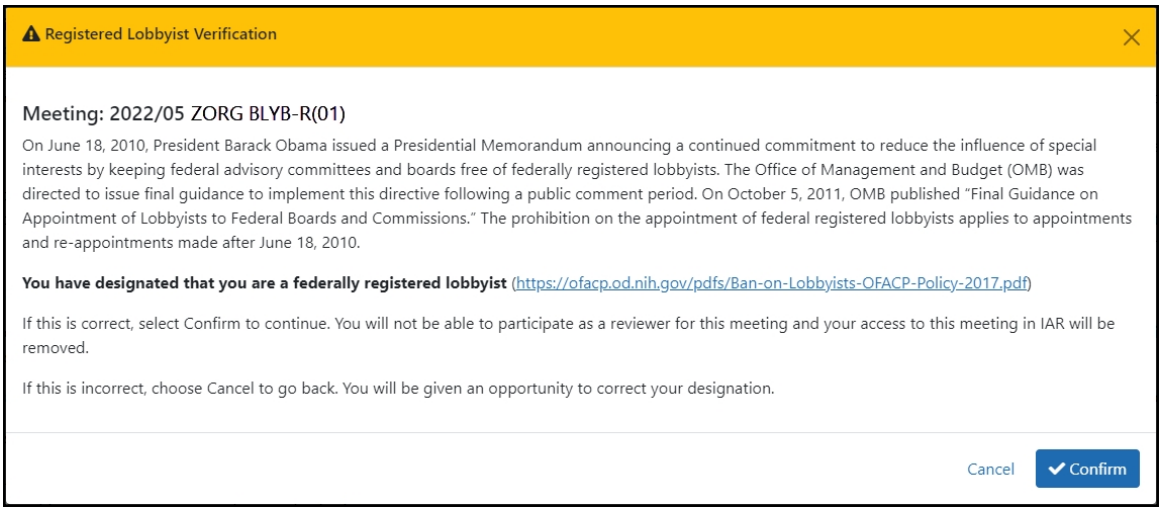
3. Click the **I agree** button at the bottom of the screen.



Confidentiality Agreement screen with the radio button for "I am a lobbyist" is selected.

The *Registered Lobbyist Verification* screen displays. This screen shows that you have indicated that you are a federally registered lobbyist and explains the purpose for requesting the lobbyist status of reviewers. The screen provides a link for accessing additional information on this topic.

The *Registered Lobbyist Verification* screen also provides a chance to confirm or cancel this designation.

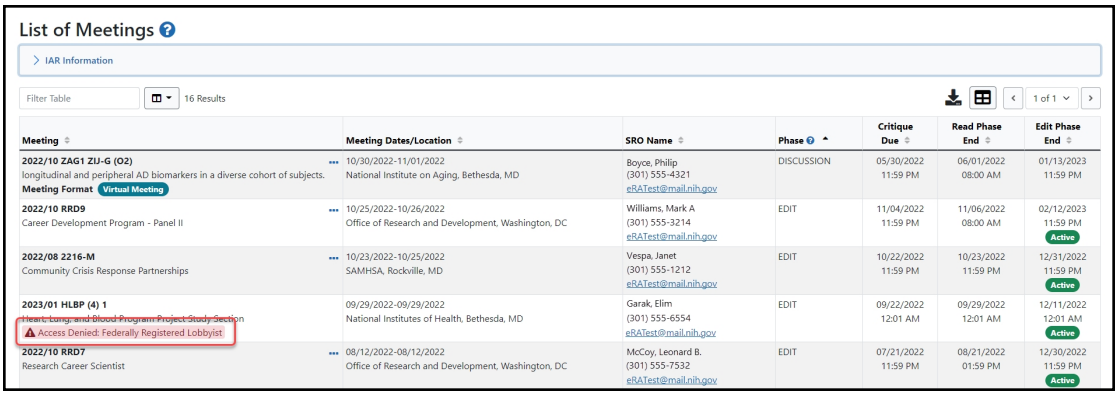


Note: Once you have indicated your status as a federally registered lobbyist, you will be denied access to the meeting. You will not have the ability to reverse the status yourself. If you mistakenly designate yourself as a federally registered lobbyist, you must contact the eRA Service Desk for assistance.

4. *Only if you have accessed this screen and are NOT a federally registered lobbyist:* Select the **Cancel/Return** button to return to the *List of Meetings* screen. Refer to the section of this document titled *Reviewer is Not a Federally Registered Lobbyist* on Page 40 to continue.

5. *Only if you want to continue to confirm your status as a federally registered lobbyist:* Select the **Confirm/Continue** button.

   The *List of Meetings* screen returns, displaying *Access Denied: Federally Registered Lobbyist* in the **Meeting** column. The SRO* receives an email whenever a potential reviewer designates himself as a federal lobbyist; however, it is a good idea to contact the SRO directly in this situation.



Tip: *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

Conflicts of Interest

The NIH peer review process relies on reviewers to identify any conflicts of interest (COI) that may affect the integrity of the process. The rules for identifying COIs can be found online at the following site: https://www.grants.nih.gov/grants/peer/peer_coi.htm.

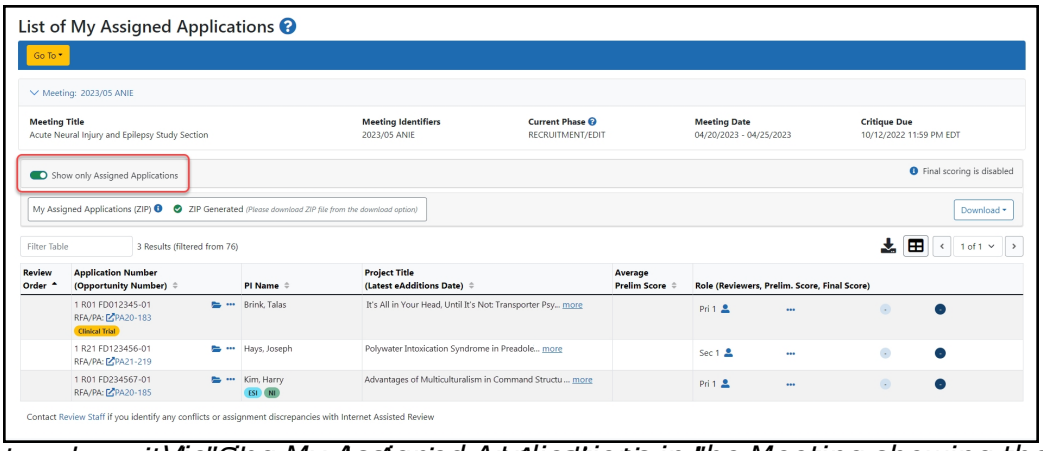
Reviewers should report to the SRO* any conflicts of interest they might have with any of the applications in the meeting. If the meeting has a Recruitment Phase, conflicts can be identified and recorded by selecting the **Check Conflicts** link from the **Action** column on the *List of Meetings*. This link is only available if Recruitment Phase has been enabled for the meeting.

Reviewers not participating in Recruitment Phase must report any COIs to the SRO. For phases other than Recruitment, follow the steps below.

1. From the *List of Meetings* screen, select the View List of Applications from the three-dot ellipses icon.

   The *List of My Assigned Applications* screen displays. By default, the "**Show only Assigned Applications**" toggle switch is set to on so that only assigned applications are shown.

2. Click the "**Show only Assigned Applications**" toggle switch to show all the applications for the meeting. This is important for determining if COIs exist for any other applications.



toggle switch "Show My Assigned Applications" in the Meeting showing the View of My Assigned Applications

3. Examine the applications:

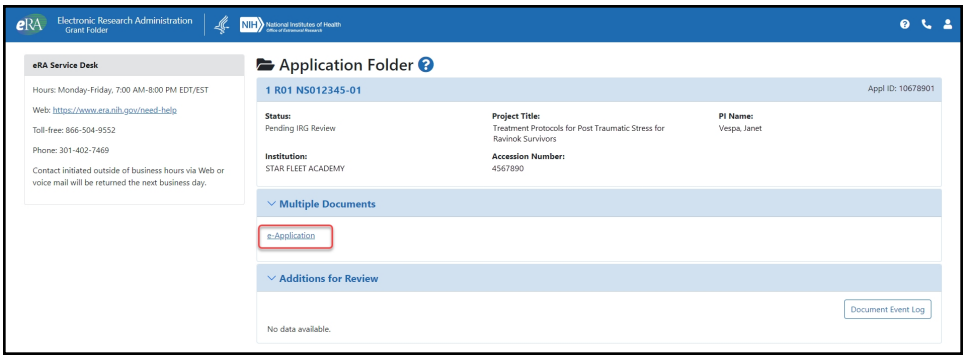
   a. Click the folder icon to open the *Grant Folder* for the application.

   b. From within *Grant Folder*, select the **e-Application** link to access the application.

   c. Look over the names of PIs and all Senior/Key personnel to identify any conflict.

   d. Repeat this process for all applications in the meeting.

   e. Notify your SRO of any conflicts identified.



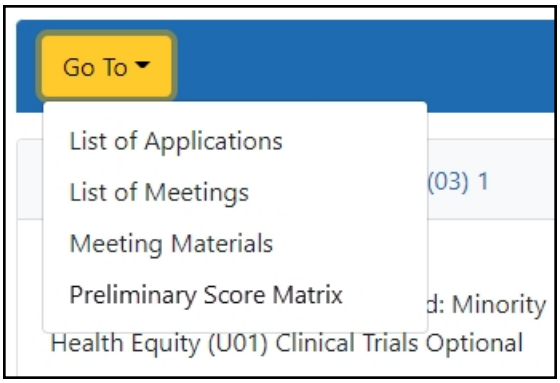
Tip: *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

List of Applications Screen

The *List of Applications* screen lets reviewers view information about the applications in the meeting and provides access to such actions as submitting and viewing scores and critiques. The information shown on this page is customized based on the current meeting phase and on the meeting permissions set by the SRO*. Available information also varies depending on the reviewer type and a reviewer's conflicts of interest.

Global Navigation

Use the **Go To** menu, which has role-based links to other screens, to navigate to other screens. It displays on these screens: *List of Applications*, *List of Meetings*, *Meeting Materials*, and *Preliminary Score Matrix*.



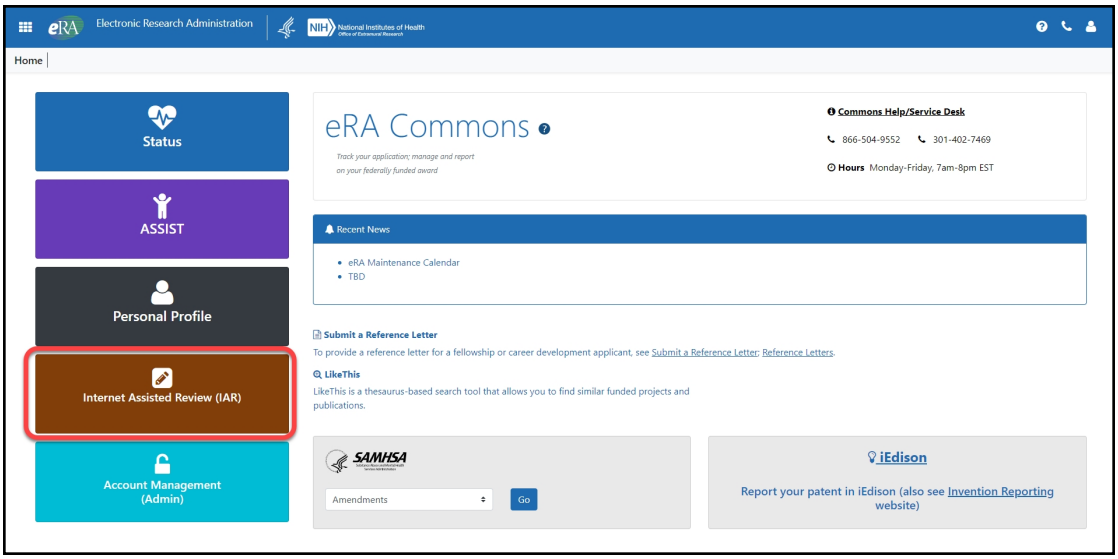
Tip: *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

Accessing the List of My Assigned Applications

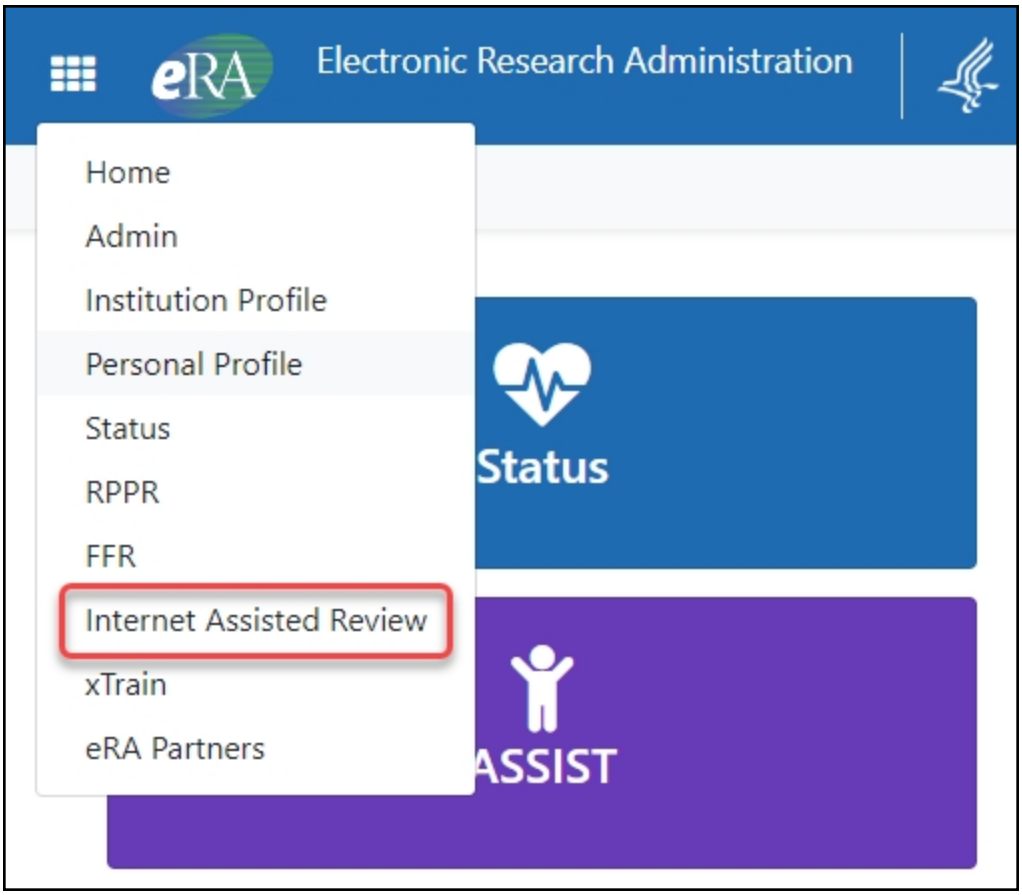
Before accessing applications, you must sign the confidentiality agreement (refer to the topic titled Confidentiality Agreement) and certify the Pre-Meeting *Conflict of Interest* form. If you do not, an alert appears reminding you to perform these actions. (click to view)

To view the *List of My Assigned Applications* screen:

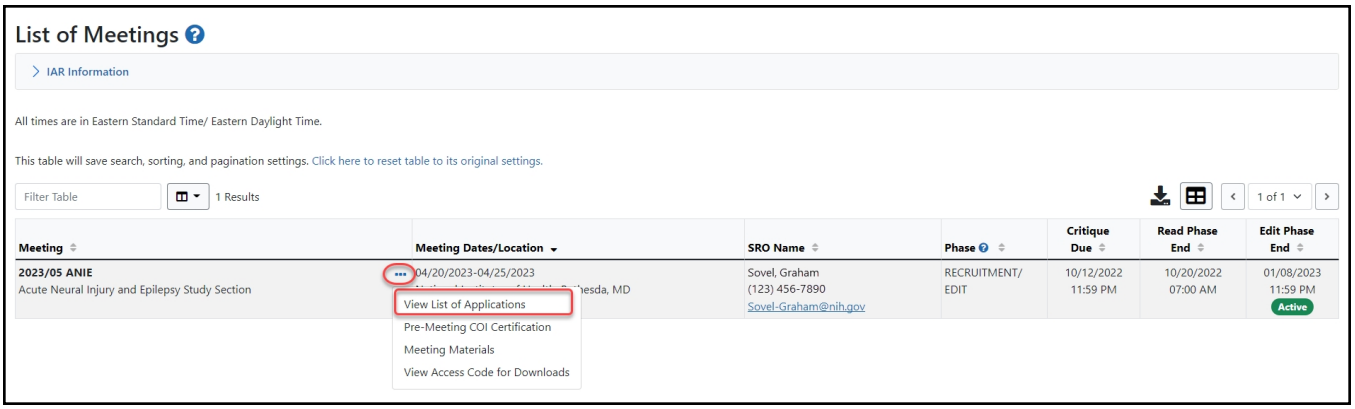
1. Log into eRA Commons and click Internet Assisted Review button on the landing page.



You can also access IAR from the apps icon in the upper left corner and selecting Internet Assisted Review from the drop-down menu.

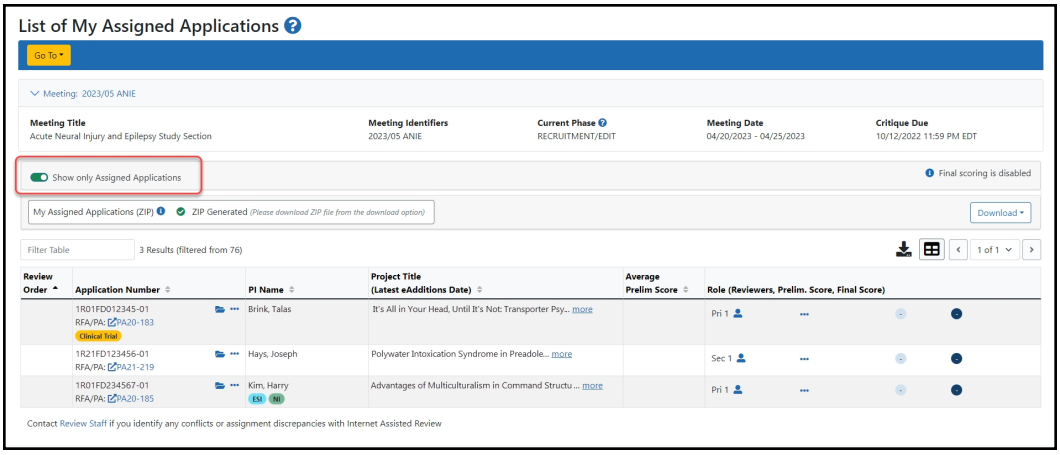


2. The *List of Meetings* screen displays. If accessible, the **View List of Applications** link is displayed by clicking on the three-dot ellipses icon. Click the **View List of Applications** link.

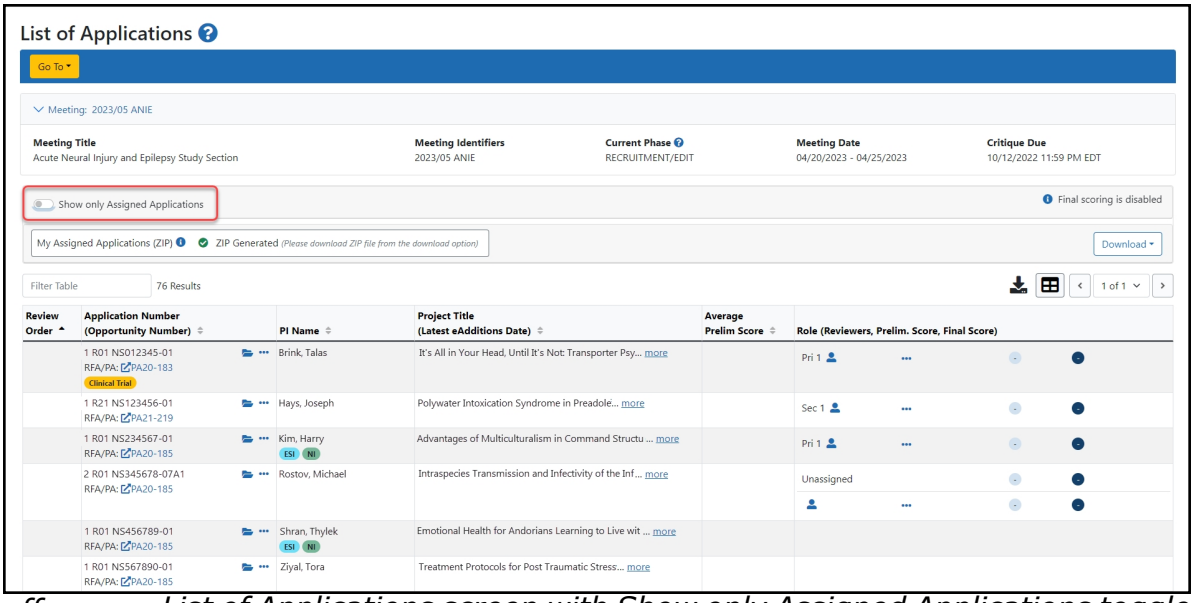


3. By default, the *List of My Assigned Applications* screen is displayed. In later phases of the meeting, IAR provides access via this screen for viewing all applications in the

meeting if the SRO* has opened the meeting for unassigned critiques.



To view all applications in the meeting, click the "Show only Assigned Applications" switch to the off position.

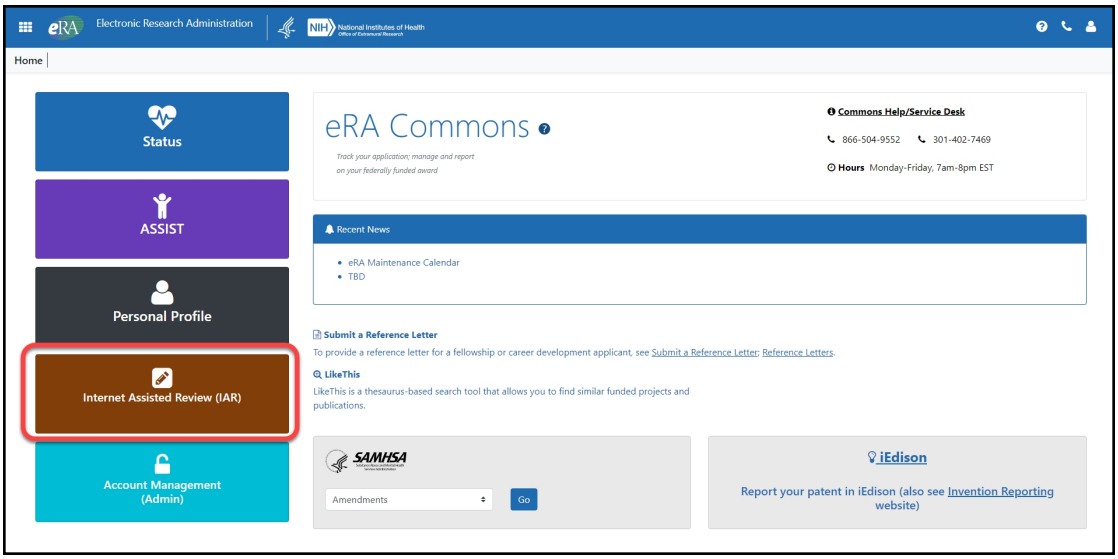


off List of Applications screen with Show only Assigned Applications toggled

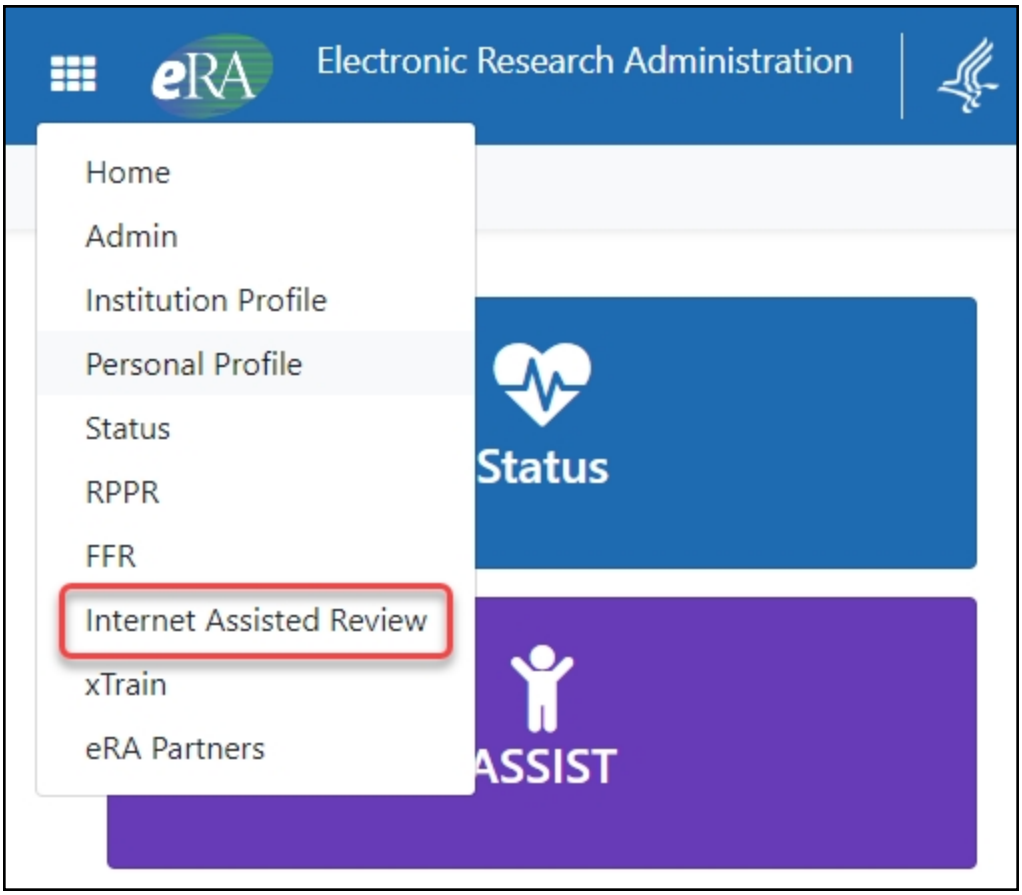
Accessing the List of Applications Screen

To access the *List of Applications* after signing the confidentiality agreement (Refer to the section of this document titled *Confidentiality Agreement* on Page 39):

1. Log into eRA Commons and select the **Internet Assisted Review** button on the landing page.

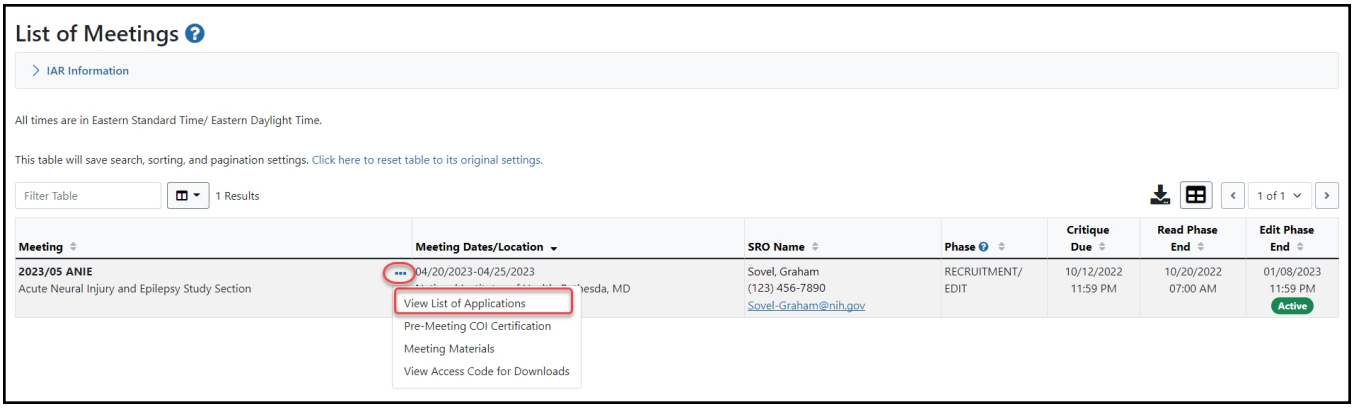


You can also access IAR from the apps icon in the upper left corner and selecting **Internet Assisted Review** from the drop-down menu.

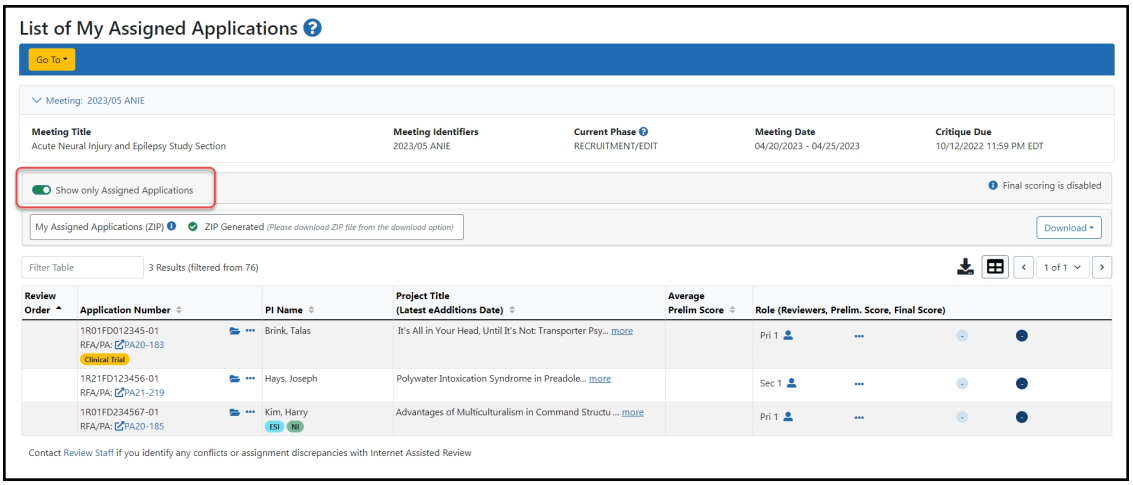


The *List of Meetings* screen displays. If accessible, the **View List of Applications** link is displayed by clicking on the three-dot ellipses icon.

2. Select the **View List of Applications** link.



By default, the List of My Assigned Applications is displayed. However, in later phases of the meeting, IAR provides access via this screen for viewing all applications in the meeting if the SRO* has opened the meeting for unassigned critiques.



To view all applications in the meeting, click the "Show only Assigned Applications" switch to the off position. .

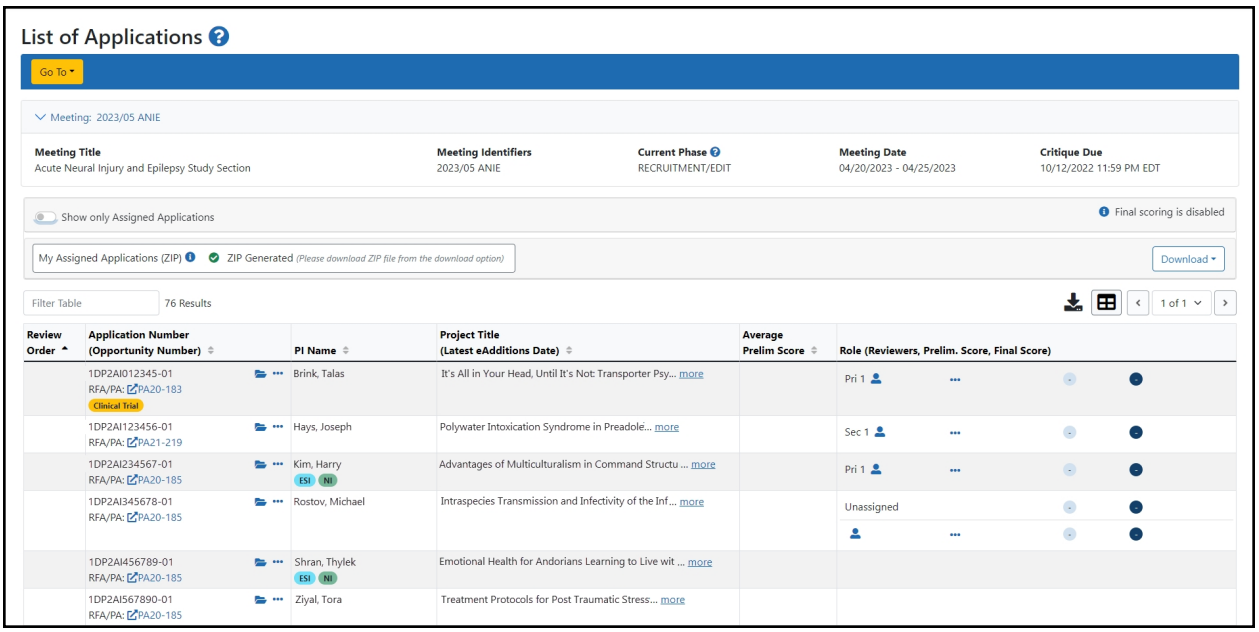
Note: Mail reviewers are only able to see applications to which they are assigned and can only view their own critiques.

Both views display information for the applications in the meeting. The meeting title, identifier, and phase as well as meeting dates and critique dates display above the list of applications.

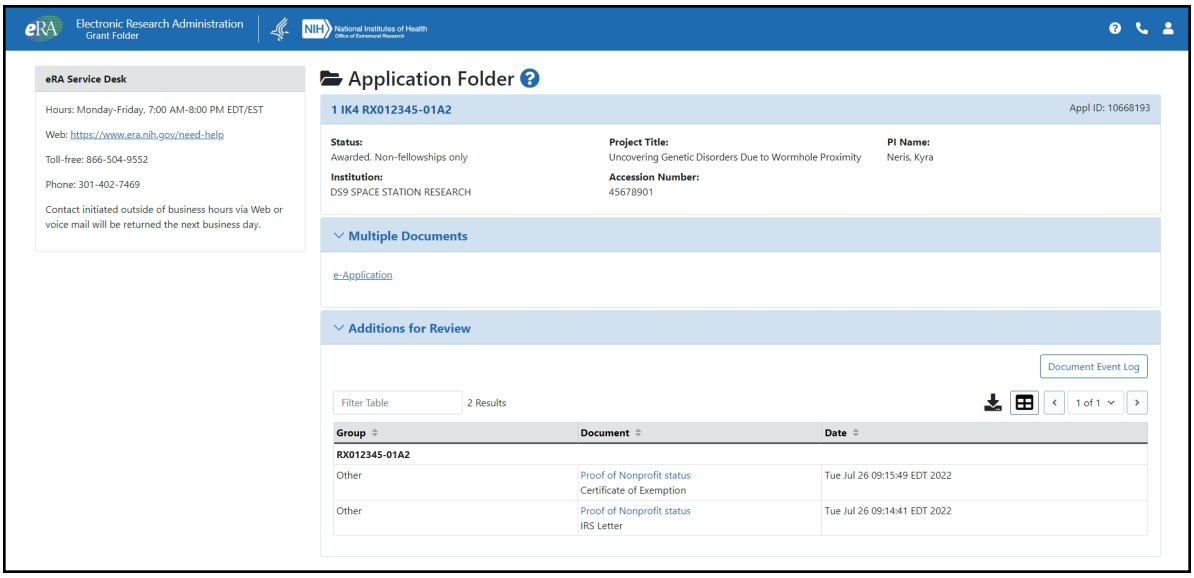
Below this information are links for **List of Meetings**, **View Meeting Materials**, and links for viewing critiques, which vary from phase to phase. These links are discussed later.

The table displayed on the screen is the *List of My Assigned Applications*. This list includes columns of information for **Review Order**; **Application Number (Opportunity Number)** (including the application number and RFA/PA associated with the application), and include Clinical Trial (**CT**), Clinical Trial Research Experience (**CTRE**), and Human Fetal Tissue (**HFT**) indicators; **PI Name** (parent application PI), which includes Early Stage Investigator (**ESI**) indicator and New Investigator (**NI**) indicator; the **Project Title** of the application; Average Prelim Score (the average preliminary score for the application); **Role** of the reviewer; **Reviewer** (name); **Prelim. Score**; the **Final Score** of critiques; and the available action options for the reviewer are available by clicking the three-dot ellipses icon.

The information in the table can be sorted by any column that has a gray triangle icon after the column name (). A black triangle icon () next to the column name indicates the current sort. The triangle pointing up is ascending. The triangle pointing down is descending.



The Application Number (Opportunity Number) column includes a folder icon (). Clicking the icon opens the application *Application Folder*, from which several other options are available for viewing including the e-application, prior summary statements (if existing), and any e-additions that have been added for the application.



Action options found by clicking the three-dot ellipses icon are phase dependent and include **Review Criteria**, **Critique Template**, **Submit Critique**, **View Critique**, and **Delete Critique** depending on whether a reviewer is allowed to submit or has already submitted a critique.

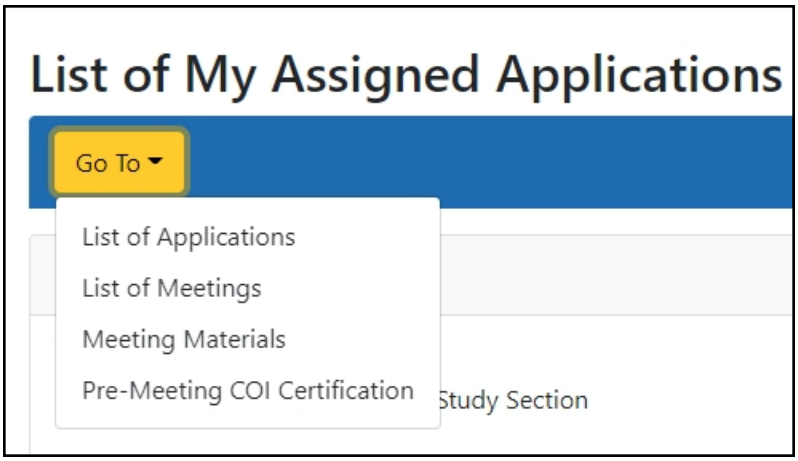
The **Submitted Date** column shows the latest date when the critique for an application was (re)submitted.

The **Assignment Role** for an application displays *COI* if the reviewer has a conflict of interest with personnel of the application. Links for submitting, viewing, and deleting critiques are not displayed for these applications. In addition, the existence of a specific type of conflict (CD Conflict) will suppress the link to the application's *Application Folder*.

The *List of Applications* screen (among others) provides access to the tools necessary for completing tasks in each phase. As such, the look and functionality of this screen may vary depending on a reviewer's role and the current meeting phase.

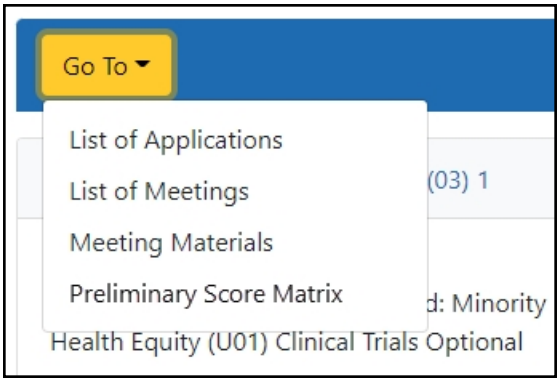
Please refer to the other sections within this chapter for details on the links and actions available from this screen for each specific meeting phase.

The following links display on the *List of Applications* screen regardless of the current meeting phase:



Global Navigation

A global navigation menu is present on the following screens: *List of Applications*, *List of Meetings*, *Meeting Materials*, and *Preliminary Score Matrix*. This may change dependent upon the user's role.



- **List of Applications**
  - Updates the screen to show all the applications in the meeting, regardless of the current reviewer's assignments. This is not available for Mail reviewers and reviewers blocked by the SRO from viewing others' critiques before submitting their own. The orange triangle icon next to the link indicates that this is the current view.
- **List of Meetings**
  - Returns the user to the *List of Meetings* screen.
- **Meeting Materials**
  - An SRO can provide reviewers with links and documents containing relevant information for the review meeting. If the SRO has provided materials, they are accessible through this link.

- **Preliminary Score Matrix**
  - The *Preliminary Score Matrix* screen option is only visible in **Read** phase. It allows a reviewer to see the preliminary overall/impact scores assigned by other reviewers for all applications in which the reviewer is not in conflict.

Each page includes a number of links specific to that page.

The other links include links to critiques, critique templates, and application options:

View Critique Options

- **View My Critiques**
  - Opens a PDF document containing all of a reviewer's preliminary critiques and scores.
- **View Critiques by:**
  - Opens critiques by **Application**, **PI name**, **All the Reviewers' critiques** and by **Assigned Applications.**
- **Download a Zip of My Assigned Critique Templates**
  - (Does not appear for online critiques) Downloads a compressed file containing all of the critique templates associated with the applications assigned to you. When the file is extracted, the individual templates will follow this naming convention:
    - **[PI name]_[application number]_[reviewer role]**
    - e.g. ***Smith_1R01123456-01_Pri_4.docx*.**)If a reviewer has no assigned role, that part of the file name will be dropped.)
- **List Applications Options** (Submit Phase) or **List My Assignments Only** (Read and Edit Phases)
  - Updates the screen to show only: **List all Applications**, or the applications **assigned to the reviewer**. This is the default view of the screen. .

Column Headings

The column headings bar contains functionality, including:

- Where headings are underlined, this indicates that they can be sorted.
- If they contain orange triangle icons, this indicates this is the current view.
- The ***Collapse All*** heading

Additional Materials

The Additional Materials link displays within the **Title** column (beneath the application title) if the application has at least one eAddition in its *Application Folder*. The link opens the Additions for Review section of the Application Folder.

Tip: To keep track of any additional material added without checking back every time, simply look for the date displayed within the link. This represents the Latest eAdditions Date.

Filter Table 13 Results 1 of 1

Review Order	Application Number (Opportunity Number)	PI Name	Project Title (Latest eAdditions Date)	Average Prelim Score	Role
2	1IK4RX012345-01A2 RFA/PA : RX22-017	Neris, Kyra	Uncovering Genetic Disorders Due to Wormhole Proximity [Additional Materials - 07/26/2022 09:15 AM]		
4	1IK2RX234567-01 RFA/PA : RX22-017	Huku, Sikara	The Effect of OHMY Alcohol Syndrome on the Success of Social Media Interaction read less		
10	1IK2RX234567-01 RFA/PA : RX22-016	Troyius, Elaan	Potential Cures Using Nanoprobe Virus... more		

Additions for Review

Document Event Log

Filter Table 2 Results 1 of 1

Group	Document	Date
IK4RX012345-01A2		
Other	Proof of Nonprofit status Certificate of Exemption	Tue Jul 26 09:15:49 EDT 2022
Other	Proof of Nonprofit status IRS Letter	Tue Jul 26 09:14:41 EDT 2022

Final Score Sheet (button)

Opens the Final Score Sheet for entering final impact scores as well as criterion scores. This button is only enabled during the period of final scoring as entered by the SRO in IAR and may not be applicable to all meetings. The button is visible but disabled outside of final scoring or if final scoring is not used for a meeting.

Note: The **Final Score Sheet** button does not display on your *List of All Applications* if you are a Mail reviewer.

Tip: *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

Finding a Reviewer's Assigned Role

Reviewers may have different responsibilities at review meetings depending on their roles. Please check with your SRO* if you have questions or concerns about your role. To identify your assignment role, look in the **Role (Reviewers, Prelim. Score, Final Score)** column of the List of Applications.

List of Applications

Go To

Meeting: 2023/05 ANIE

Meeting Title	Meeting Identifiers	Current Phase	Meeting Date	Critique Due
Acute Neural Injury and Epilepsy Study Section	2023/05 ANIE	RECRUITMENT/EDIT	04/20/2023 - 04/25/2023	10/12/2022 11:59 PM EDT

Show only Assigned Applications

Final scoring is disabled

My Assigned Applications (ZIP) ZIP Generated (Please download ZIP file from the download option)

Download

Filter Table 76 Results

1 of 1

Review Order	Application Number (Opportunity Number)	PI Name	Project Title (Latest eAdditions Date)	Average Prelim Score	Role (Reviewers, Prelim. Score, Final Score)
	1DP2AI012345-01 RFA/PA: PA20-183 Clinical Trial	Brink, Talas	It's All in Your Head, Until It's Not: Transporter Psy... more		Pri 1
	1DP2AI123456-01 RFA/PA: PA21-219	Hays, Joseph	Polywater Intoxication Syndrome in Preadole... more		Sec 1
	1DP2AI234567-01 RFA/PA: PA20-185	Kim, Harry ESI NI	Advantages of Multiculturalism in Command Structu ... more		Pri 1
	1DP2AI345678-01 RFA/PA: PA20-185	Rostov, Michael	Intraspecies Transmission and Infectivity of the Inf... more		Unassigned
	1DP2AI456789-01 RFA/PA: PA20-185	Shran, Thylek ESI NI	Emotional Health for Andorians Learning to Live wit ... more		
	1DP2AI567890-01 RFA/PA: PA20-185	Ziyal, Tora	Treatment Protocols for Post Traumatic Stress... more		

Role (Reviewers, Prelim. Score, Final Score) column in *List of All Applications* screen

Possible roles and associated responsibilities are as follows:

Primary/Reviewer 1, Secondary/Reviewer 2 and Tertiary/Reviewer 3 (sometimes also designated as Discussant):

- Review your assigned applications
- Write and submit critiques and scores for assigned applications
- Read critiques form other assigned reviewers
- Be prepared to discuss the score driving strengths and weaknesses

Discussant

- Read and understand the critiques of the assigned applications
- Provide a short, written review if the SRO asks for one

Mail Reviewer*

- Check with your SRO
- Provide a written critique for the applications assigned and maybe submit preliminary criterion and/or impact scores.

* A Mail reviewer is one who completes critiques of applications but who does not attend a meeting to discuss the applications.

Chair

- Review the abstract and aims of all applications, and discuss any issues or changes in review policy/guidelines with the SRO

- Write critiques and submit scores for the specific applications assigned to them (can be Reviewer 1, 2 or 3 for any given assignment)
- Follow up on any other chair-specific instructions provided by the SRO

This information can also be found on the Guidance for Reviewers website, Know Assignment Role page.

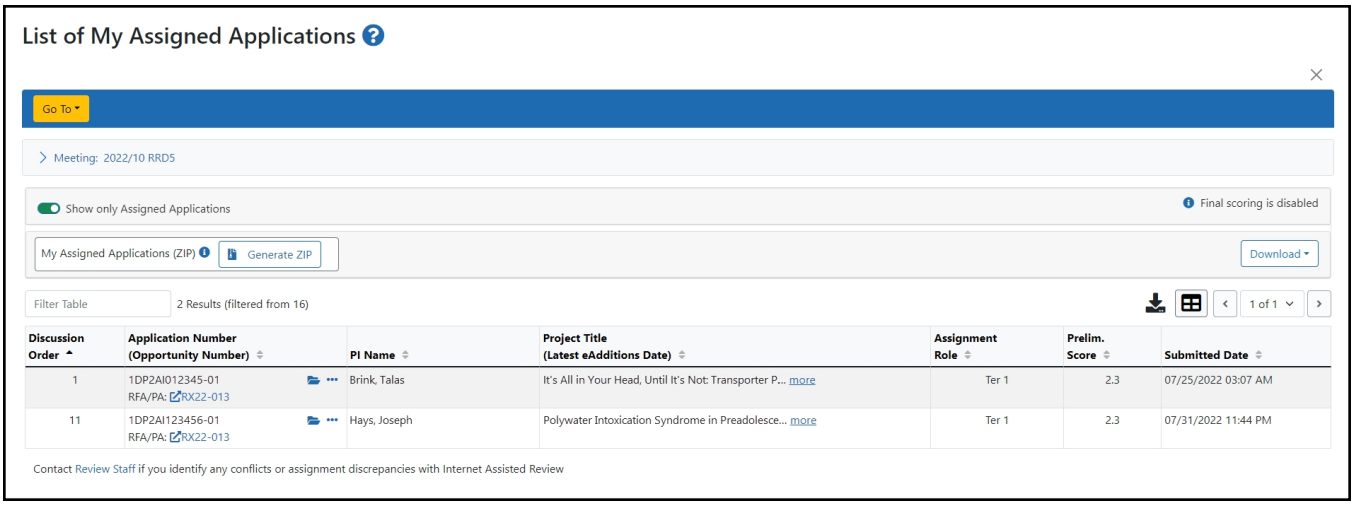
Tip: *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

List of Applications in Submit Phase

During the Submit Phase of a meeting, reviewers perform their initial submission of critiques. They may also modify critiques and preliminary scores during the Submit Phase. Viewing all applications and submitting critiques as an unassigned reviewer may be permitted by the SRO*; however, the ability to view others' critiques is not available during this phase.

NOTE: The Veterans Affairs (VA) Meeting Chairperson can access submitted critiques during the Submit Phase. When the VA Meeting Chairperson navigates to the *List of Applications* screens, the system shows a **Download Zip of All Critiques (PDF)** link, even while the meeting is in the Submit Phase. Clicking the link downloads all the critiques that have been submitted at that time. However, critiques of applications identified by the SRO that are in conflict with the chairperson are omitted from the downloaded PDF.

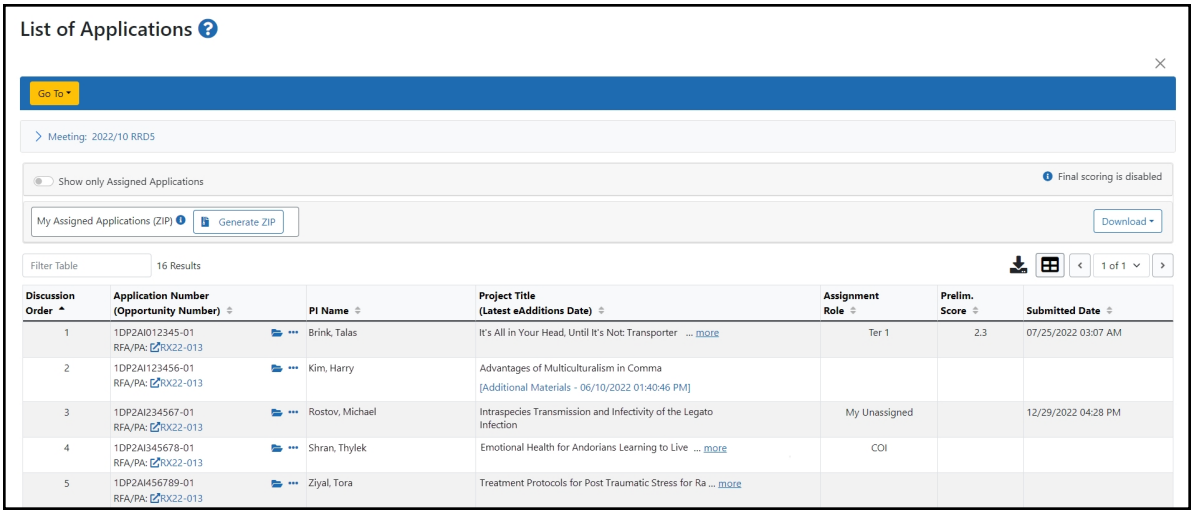
The *List of Applications* screen is the portal for reviewers to submit critiques and preliminary scores, as well as view meeting materials. The screen either lists only applications assigned to the reviewer with the **Show only Assigned Applications** toggled on (*List of My Assigned Applications* screen) or lists all applications in the meeting with the **Show only Assigned Applications** toggled off, (*List of Applications* screen) unless the reviewer is a Mail reviewer. Mail reviewers can only see applications for which they are assigned.



Phase Default View of the List of My Assigned Applications During the Submit

The options in the Application Number column under the three-dot ellipses icon for the Submit Phase include the **Submit Critique**, **ViewCritique**, and **Delete Critique** links. The **Submit Critique** option is only available if a reviewer has not submitted a critique or scores; once a critique is submitted, the options become **View Critique]** or **Delete Critique**. Refer to the section of this document titled *Submitting Critiques and Scores* on Page 70 for steps on performing this function.

If the SRO allows it, reviewers may see the **Submit Critique]** link for unassigned applications (via the **List of Applications** view). In this case, reviewers can submit critiques for these unassigned applications, unless there is a conflict of interest. If conflicts exist for any of the applications, *COI* displays in the **Assignment Role** column, and critiques for this application cannot be viewed or submitted.



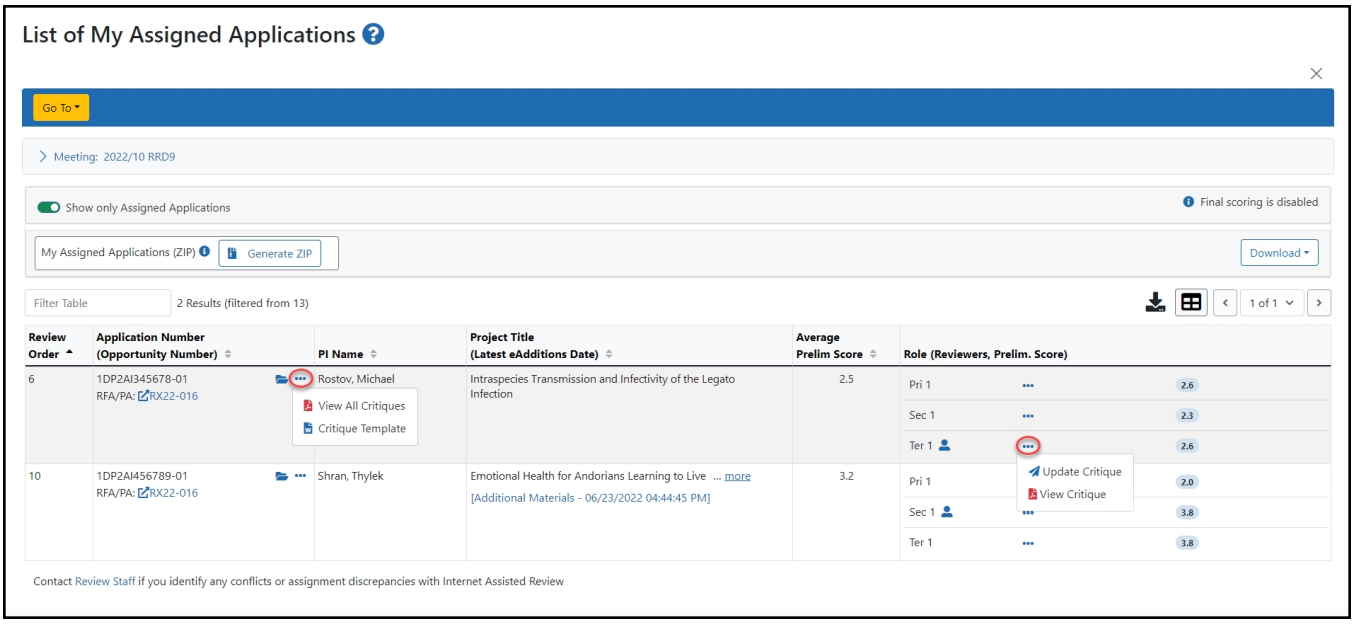
Note: In all meeting phases, for specific types of review, if the SRO has opted to display only applications selected for Phase 2 review, the *List of Applications* screen reflects this choice and displays only Phase 2 applications. The screen name is displayed as *List of Applications – Phase 2 Only* in this scenario.

Tip: *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

List of Applications in Read Phase

Typically, reviewers are able to view the critiques of other reviewers during the Read Phase. As in other phases, any applications with a conflict are blocked and display *COI* as the Assignment Role. By default, only the reviewers' application assignments are displayed in the list; however, by toggling off the **Show only Assigned Applications** toggle switch, the system presents a view of all applications in the meeting.

Note: To return to a view of only assigned applications, toggle the **Show only Assigned Applications** switch to the on position.



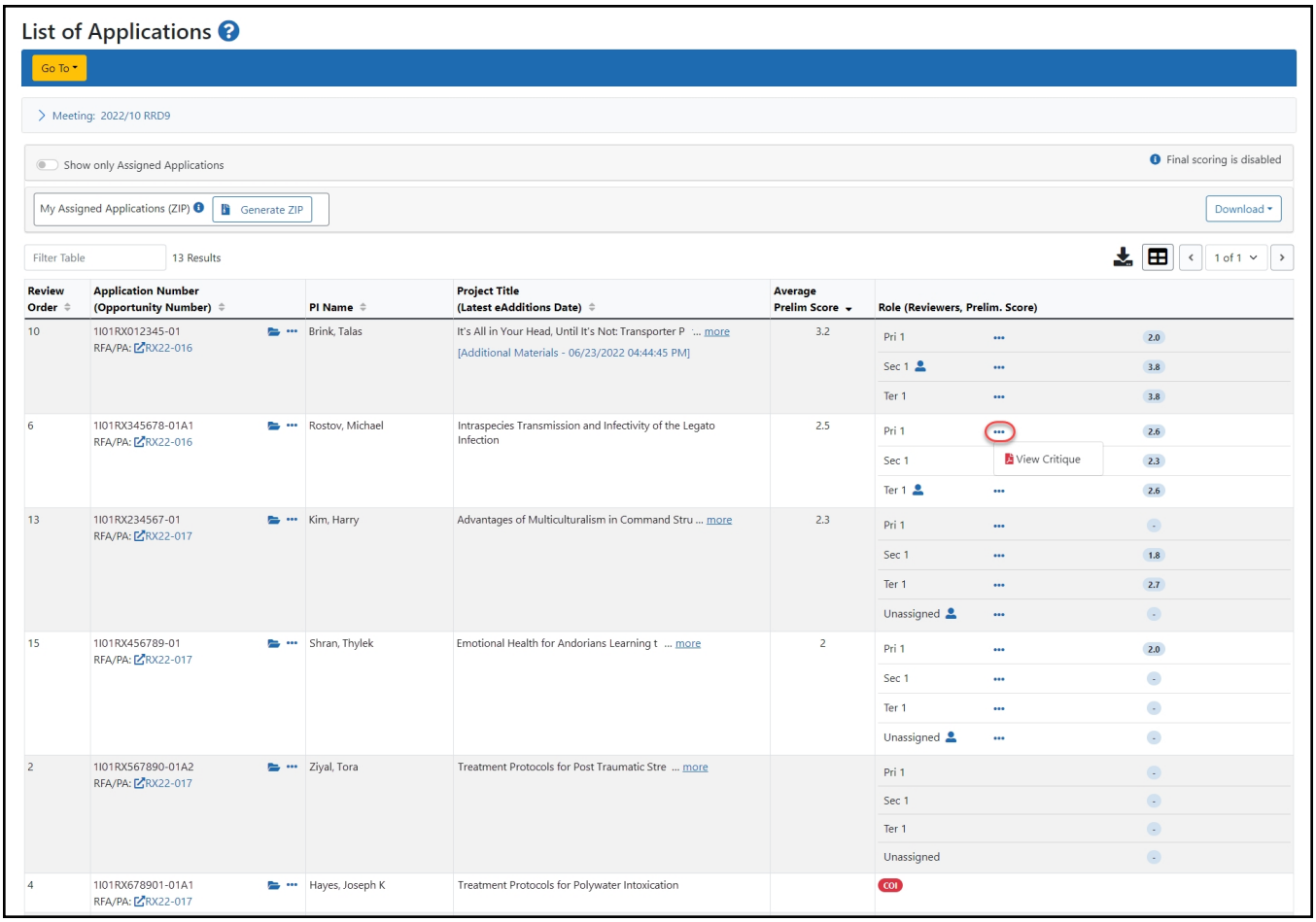
If the reviewer has submitted scores for an application, the **View All Critiques** link is found under the three-dot ellipses icon in the **Application Number** column for that application. This link can be used to access a PDF file of all reviewer's critiques for this application. When setting up the meeting, the SRO* can choose to block a reviewer from viewing the critiques of others if that reviewer has not yet submitted his or her own scores. If the SRO chooses not to block the reviewer, this link displays whether the reviewer has submitted his or her own scores or not.

When the block option is enabled by the SRO and a reviewer has not submitted critique and preliminary scores, the following message displays under the application **Role** column: *You must submit your critique before you can read others*. The **View All Critiques** option will not display until the reviewer submits his or her own scores. Additional links on this screen for viewing critiques also do not function if a blocked reviewer has not submitted his or her own scores and/or critique.

The options displayed in the **Role** column for the Read Phase may differ from those displayed during the Submit Phase. They may also vary within the Read Phase itself depending on the settings of the meeting and whether the reviewer has submitted scores. If a reviewer has not yet submitted scores, the **Submit Critique** option displays under the three-dot ellipses icon in the **Role** column, otherwise the **View Critique** link is displayed for viewing only. If a critique is submitted, the **View Critique** link is also present for other reviews not submitted by the reviewer.

Refer to the section of this document titled *Viewing Critiques* on Page 88 for more information on the methods for viewing critiques within each phase of the meeting.

During the Read Phase of the meeting, the **Prelim. Score** column lists each application's preliminary score per Reviewer Role. The **Average** score is displayed beneath these scores. reviewers may also view scores via the *Preliminary Score Matrix*, accessible via the **Preliminary Score Matrix** link. Refer to the section of this document titled *Preliminary Score Matrix* on Page 93 for more information.

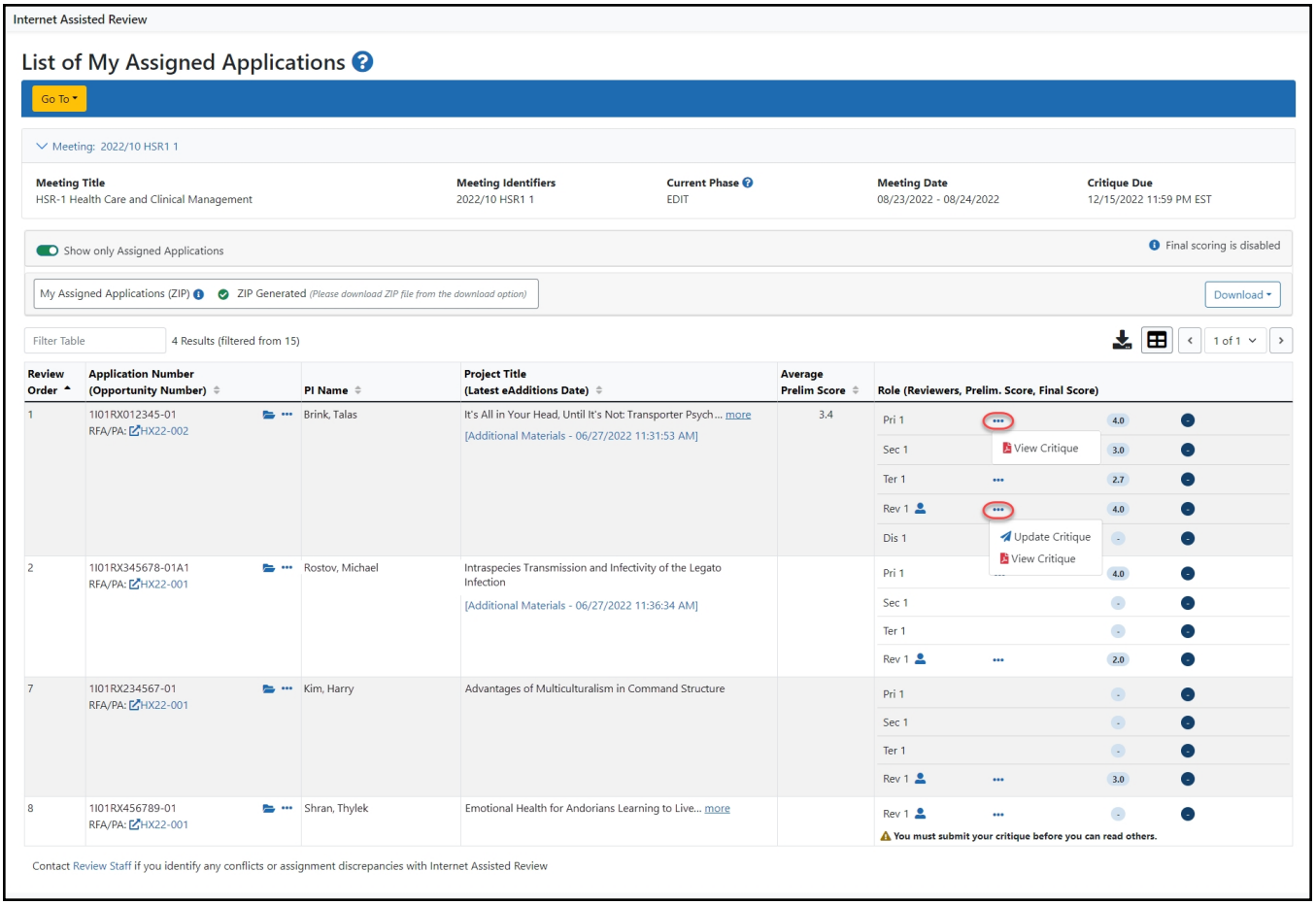


Tip: *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

List of Applications in Edit Phase

The Edit Phase is an optional meeting phase, usually after the actual meeting – determined by the SRO* – the main purpose of which is to allow reviewers to update their criterion scores and/or to modify critiques after editing. In the Edit Phase of a meeting, the *List of All Applications* screen provides the basic information about the applications in the meeting, access to the *Grant Folder*, the list of all applications, critiques posted by the reviewer, and critiques posted by all reviewers for applications to which the reviewer is assigned.

The screen either lists applications assigned to the reviewer (**List of My Assigned Applications** the default view) or lists all applications in the meeting (**List of Applications**) unless the reviewer is a Mail reviewer. Mail reviewers, who submit critiques but do not attend review meetings, can only see applications for which they are assigned.



The options in the **Role** column accessed by clicking the three-dot ellipses icon, for the Edit Phase vary depending on the settings of the meeting and whether the reviewer has submitted scores, with the possible options of **Submit Critique**, **View Critique**, and U**pdate Critique** options. The Submit critique option is only available if a reviewer has not submitted a critique or scores. Refer to the section of this document titled *Submitting Critiques and Scores* on Page 70 for steps on performing this function. For online critiques, see *About Online Critiques*.

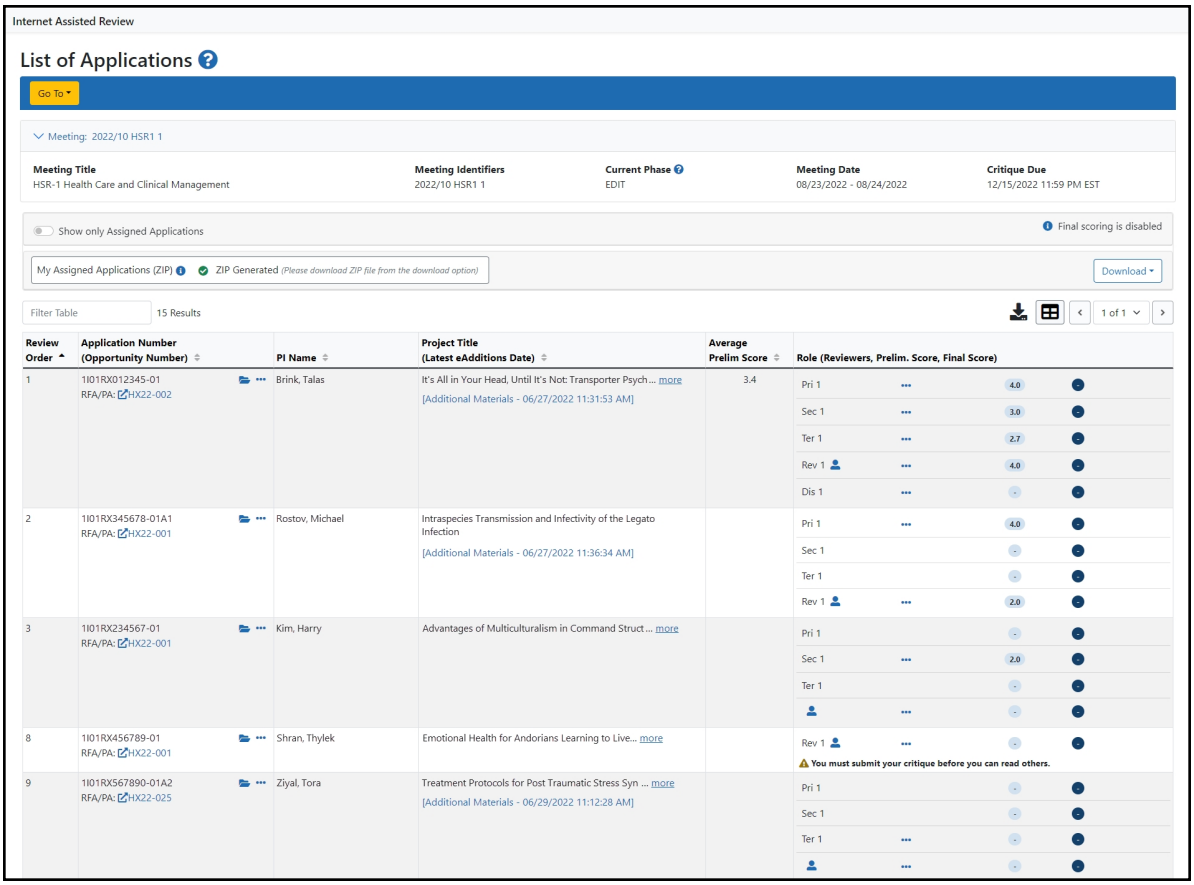
Once a critique is submitted, the options become **View Critique** and **Update Critique** for a reviewer's own critiques and **View Critique** for the critiques of other reviewers. If working with online critiques, the options after submitting are **Submit critique**, **View Critique**, and **Delete Critique**, and you use **Submit Critique** to edit and resubmit the previously submitted online critique.

Note: If not blocked by the SRO, the reviewer also sees the **[view]** link for viewing others' critiques even if that reviewer has not submitted his or her own.

If conflicts exist for any of the applications, *COI* displays as the Assignment Role, and critiques for this application cannot be viewed or submitted.

If the reviewer has submitted scores for an application, the **View All Critiques** link displays in the **Application Number** column under the three-dot ellipses icon for that application and provides access to a PDF file of all reviewer's critiques for this application. When setting up the meeting, the SRO can choose to block a reviewer from viewing the critiques of others if that reviewer has not yet submitted his or her own scores. If the SRO chooses not to block the reviewer, this link displays whether the reviewer has submitted his or her own scores or not.

Note: The **Final Score** column displays on the *List of Applications* during the Edit phase.



When the block option is enabled by the SRO and a reviewer has not submitted scores, the following message displays under the application **Role** column: *You must submit your critique before you can read others*. The **View All Critiques** link under the three-dot ellipses icon in the **Application Number** column will not display until the reviewer submits his or her own scores.

To update scores or critiques during the Edit Phase:

1. Select the U**pdate Critique** link from the **Role** column, under the three-dot ellipses icon for the application in the *List of Applications* screen.
2. *Optional:* Enter the revised criterion scores as appropriate.
3. *Optional:* Browse and attach a new critique. To view the existing critique first, select the **View Existing Critique** link.
4. Select the **Submit** button.
5. From the confirmation screen, select the **Confirm** button.

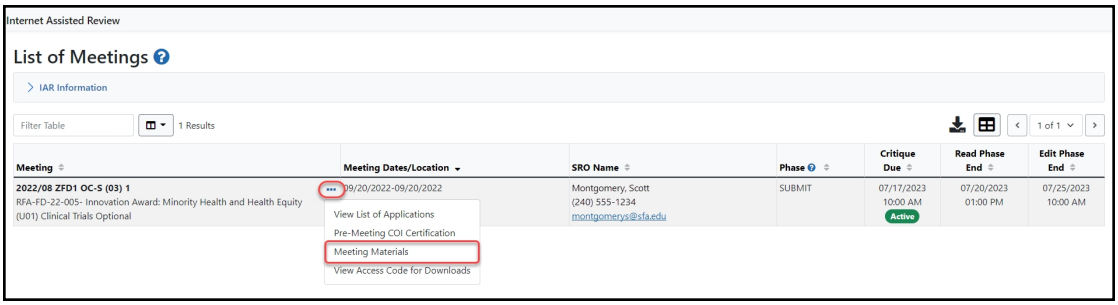
Note: During the EDIT phase, the *View Discussion* link will display discussion comments in a read-only format until the scoring window has ended.

Tip: *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

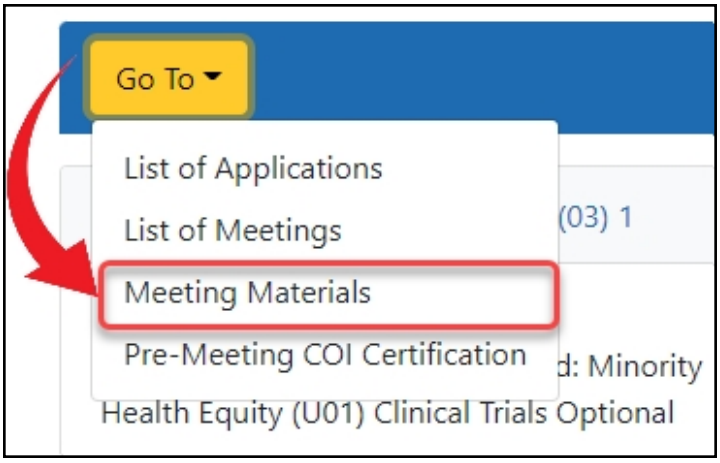
Meeting Materials

Once an SRO adds materials to a meeting, reviewers can view and download those materials from the *Meeting Materials* screen. There are two ways to access the *Meeting Materials* screen:

1. From the *List of Meetings* screen, select the **Meeting Materials** link from the three-dot ellipses icon in the **Meeting** column.

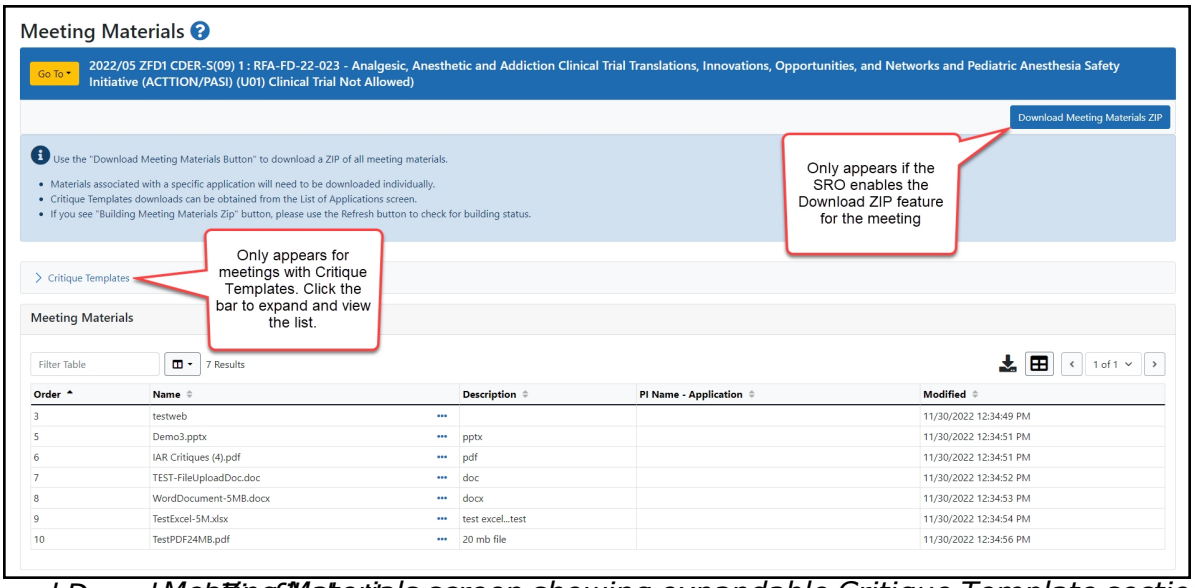


2. From the *List of All Applications* screen in any phase, select the **Meeting Materials** link from the **Go To:** drop down menu.



The *Meeting Materials* screen displays a list of all available meeting materials. If the SRO enables it, a **Download Meeting Materials ZIP** button displays.

If critique templates are included in the materials, they appear in their own expandable section above other materials. Select the **+ Critique Templates** button to expand the list of critique templates. When the list is expanded, the button becomes the **- Critique Templates** button and collapses the list again.



Meeting Materials screen showing expandable Critique Template section and Download Zip file button

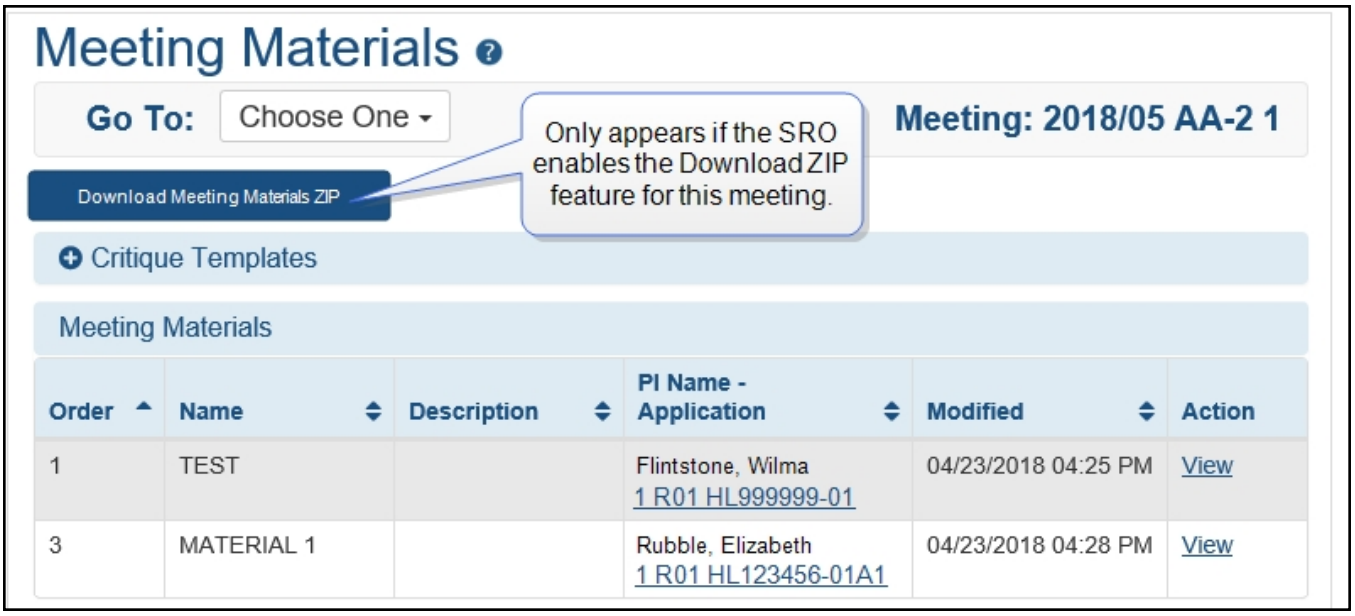
Note: Additional materials that may not show up under *Meeting Materials* can be viewed by selecting the **Additional Materials** link under the **Title Column** on the *List of All Applications*. The link only displays when at least one eAddition exists for an application. For more information, refer to the Additional Materials section of the *Accessing the List of Applications Screen* topic.

Tip: *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

Meeting Materials ZIP Files

The Download Meeting Materials ZIP button

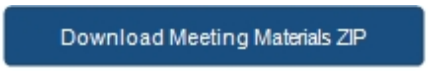
Some meetings include a Download Meeting Materials ZIP button at the top of the *Meeting Materials* screen. This button is set up by the meeting's SRO and enables you to download a full set of meeting files to a local computer.



Note: ZIP files will not include any grant applications or URLs associated with a meeting. You must access these meeting materials while online at the *Meeting Materials* screen. Note that critique templates will not be part of the download. [Bulk download of critique templates for assigned applications is already available in IAR. (See Access Critique Templates.)]

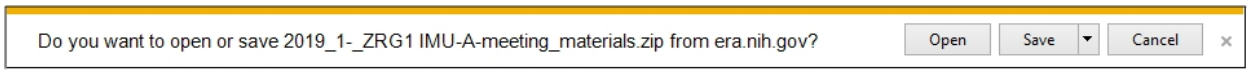
Tip: Since you will need an Access Code to open the downloaded ZIP file, it is recommended that you obtain the Access Code first and then download the ZIP file next. Refer to the section of this document titled *View the Meeting Materials ZIP File Access Code* on Page 68for how to obtain the Access Code.

To download the Meeting Materials ZIP file:

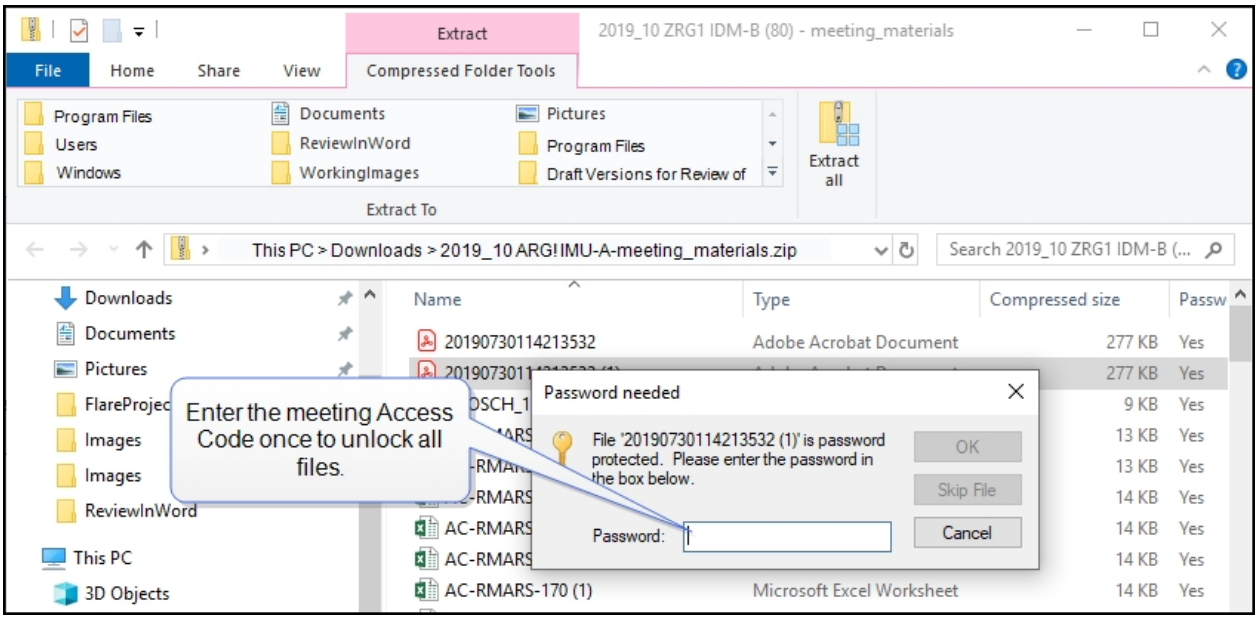
1. From the *Meeting Materials* screen, select the **Download Meeting Materials ZIP** button 

.

   The *Open or Save* confirmation dialog box displays.



2. Select the **Open** or **Save** button. If you select **Open**, a list of the downloaded Meeting Materials displays in your file explorer or ZIP File application.



Enter Access Code in "Password" field

Note: Depending on your computer and operating system, your list may open in a different browser or application, but the functionality and behavior should be the same.

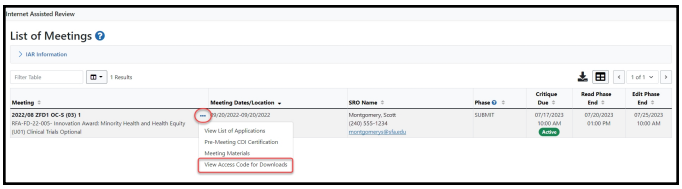
Note: Additional materials that may not show up under *Meeting Materials* can be viewed by selecting the **Additional Materials** link under the **Title Column** on the *List of All Applications*. The link only displays when at least one eAddition exists for an application. For more information, refer to the Additional Materials section of the *Accessing the List of Applications Screen* topic.

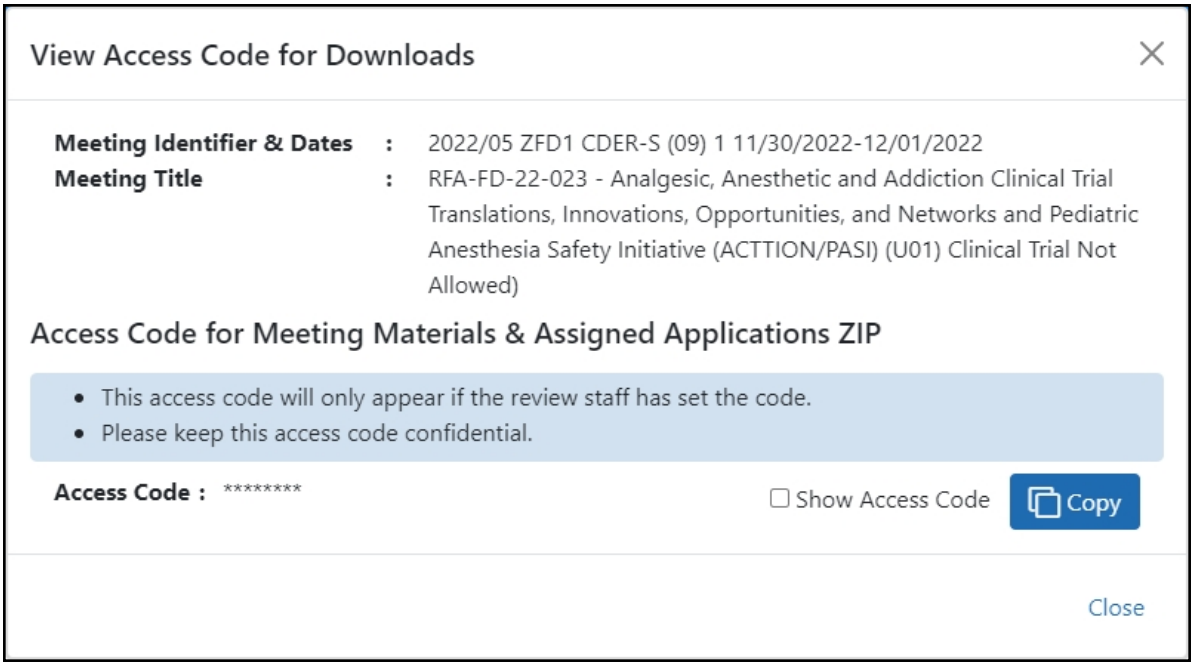
Tip: *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

View the Meeting Materials ZIP File Access Code

Downloaded Meeting Materials are secured by an Access Code that is set by the SRO.

You can view the Access Code for a meeting's downloaded ZIP file directly from the *List of Meetings* page. Click the three-dot ellipses icon in the Meeting column, and, select the View Access Code for Downloads. The View Access Code for Meeting Materials window opens and displays the meeting's Access Code.





Tip: *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

Submitting Critiques and Scores

IAR allows reviewers to submit or re-submit critiques and scores for assigned applications during the Submit and Edit Phases. During the Read Phase, reviewers who have missed the due date and have not submitted a critique or criterion scores for an assigned application are still able to submit critiques and criterion scores; however, they will not be able to view the other critiques for this application until they have submitted their own.

Before submitting critiques and scores for an application, the reviewer can view additional information about the application by accessing the application *Grant Folder*. From the *Grant Folder*, several options are available for viewing including the e-application, prior summary statements (if existing), and any e-additions that have been added for the application. To view the *Grant Folder*, click the application number displayed as a hyperlink. Select the appropriate link from within the *Grant Folder* to view additional information.

Two methods of critique submission exist in IAR: MS Word critique template submission and online critique submission. A meeting is assigned to either online critiques, in which case all critique feedback is entered into IAR via the Online Critique screen, or it can be assigned to traditional MS Word-based critique templates. See *About Online Critiques* for information about online critiques.

The manner in which critiques and scores are recorded may differ depending on the type of review meeting in which you are participating. NIH business processes differ from those of other agencies and therefore require a different set of rules. Pioneer, New Innovator, and pre-applications review meetings may also have varying steps in their review process. The sections that follow outline steps specific to the type of meeting or business process and are not applicable to all reviewers.

Click here to see SAMHSA-only Critique submission

Review with Scored Criteria (NIH Review Business Process)

MS Word Templates: Submitting Preliminary Scores and Critiques

For the Scoring System and Procedure for NIH guidance only, select the following link:https://grants.nih.gov/grants/peer/guidelines_general/scoring_system_and_procedure.pdf.

For the Additional Scoring Guidance for Research Applications, select the following link: https://grants.nih.gov/grants/peer/guidelines_general/scoring_guidance_research.pdf.

NIH and the majority of Operating Divisions (OpDivs) followed the Enhancing Peer Review initiative, characterized by the existence of scored review criteria and a score scale of 1–9. While there may be more than five review criteria, only five need to be scored in IAR according to scientific and technical merit. These categories differ depending on the Funding Opportunity Announcement (FOA) and activity code of the applications. Reviewers provide separate scores for each category on a scale of 1 to 9, where 1 is exceptional and 9 is poor.

This topic discusses submitting scores and critiques and may not be applicable to all Reviewers.

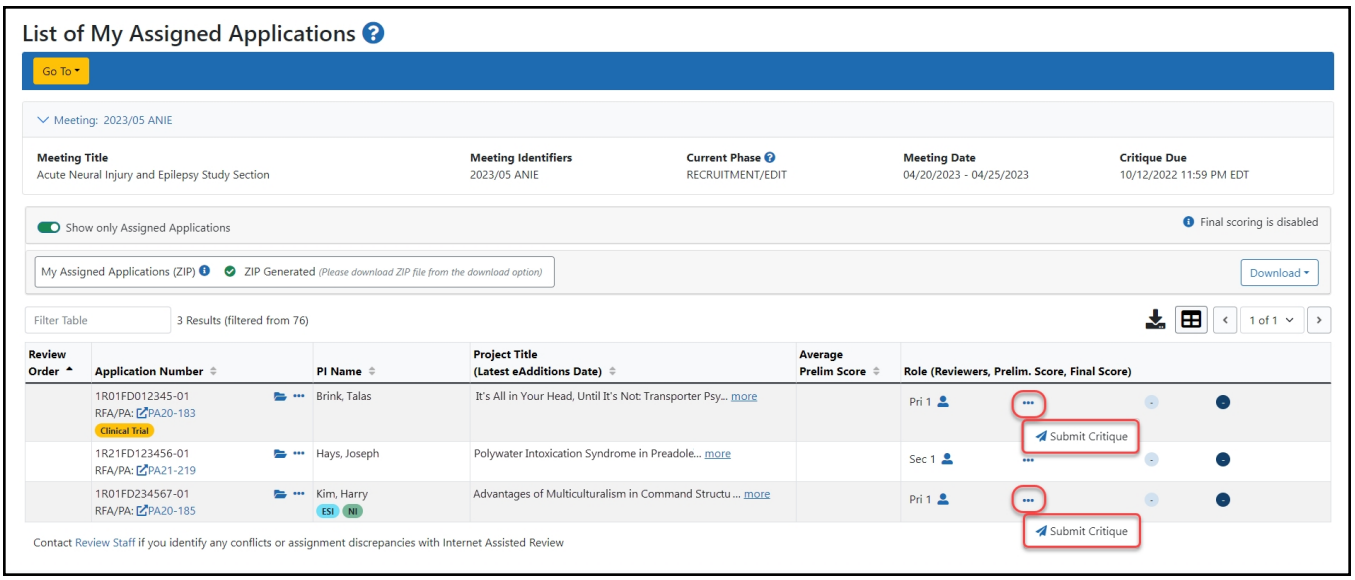
To submit critiques and scores:

1. Select the **View List of Applications** link from the *List of Meetings* screen for the specific meeting.

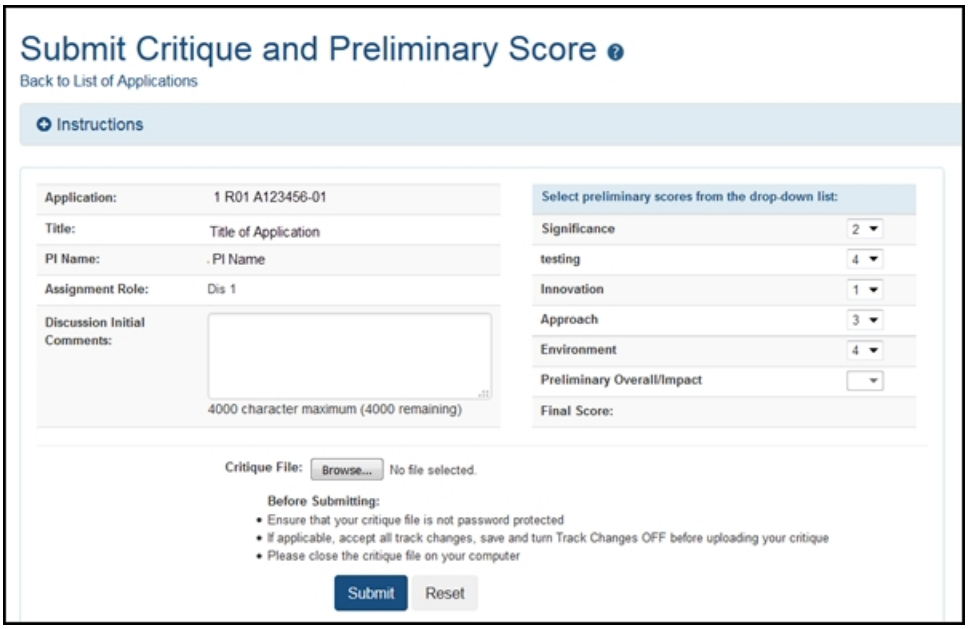
   The *List of Applications* screen displays, showing only the applications assigned to the reviewer.

2. *Optional:* Select the **List of Applications** link to display all applications in the meeting.

3. Select the **Submit Critique** option from the three-dot ellipses icon in the **Role** column.



The *Submit Critique and Preliminary Score* screen displays for entering scores and uploading a critique. To exit the screen without entering scores or critique, select the **Back to List of Applications** link at the top of the screen.



Note: During the final scoring and the Edit Phase of a meeting, the preliminary overall/impact score is displayed as read-only; however, the criterion scores and critique file can still be modified. For meetings allowing final scoring, the **Final Score** also displays during the Edit phase, as read-only above the **Critique File**.

4. *Optional:* Select a criterion score (**1–9**) from the drop-down lists for each of the five categories. These categories are determined by the RFA/PA associated with the application.

5. *Optional*: Select a preliminary score (**1–9**) from the drop-down list for the **Preliminary Overall/Impact**.

6. *Optional and Only if Top 5 Designation is applicable*: Select the **Top 5** checkbox to designate the application as one of the top 5. This checkbox is located next to the **Preliminary Overall/Impact** field only if enabled by the SRO*.

If 5 other applications have already been designated as Top 5, IAR displays the following error: *You have already designated 5 applications in the Top 5 category. Please clear the Top 5 designation from existing application(s) to designate this application as Top 5.* In

this case, access the other Top 5 applications via the *List of All Applications* screen and uncheck the **Top 5** checkbox as appropriate.

When designating an application as Top 5, you must also submit a critique for that application.

7. Upload a critique file by selecting the **Browse** button, searching for the file, and selecting. You can only upload MS Word or Text files (.doc, .docx., .txt).

8. Select the **Submit** button.

Note: Selecting the **Reset** button clears the fields.

The *Submit Critique and Preliminary Score* screen then displays as read-only and prompts for a confirmation. The entered information can be canceled by selecting the **Cancel** button. Selecting **Cancel** returns the screen to an edit view on which scores can be re-entered and/or a new critique file attached.

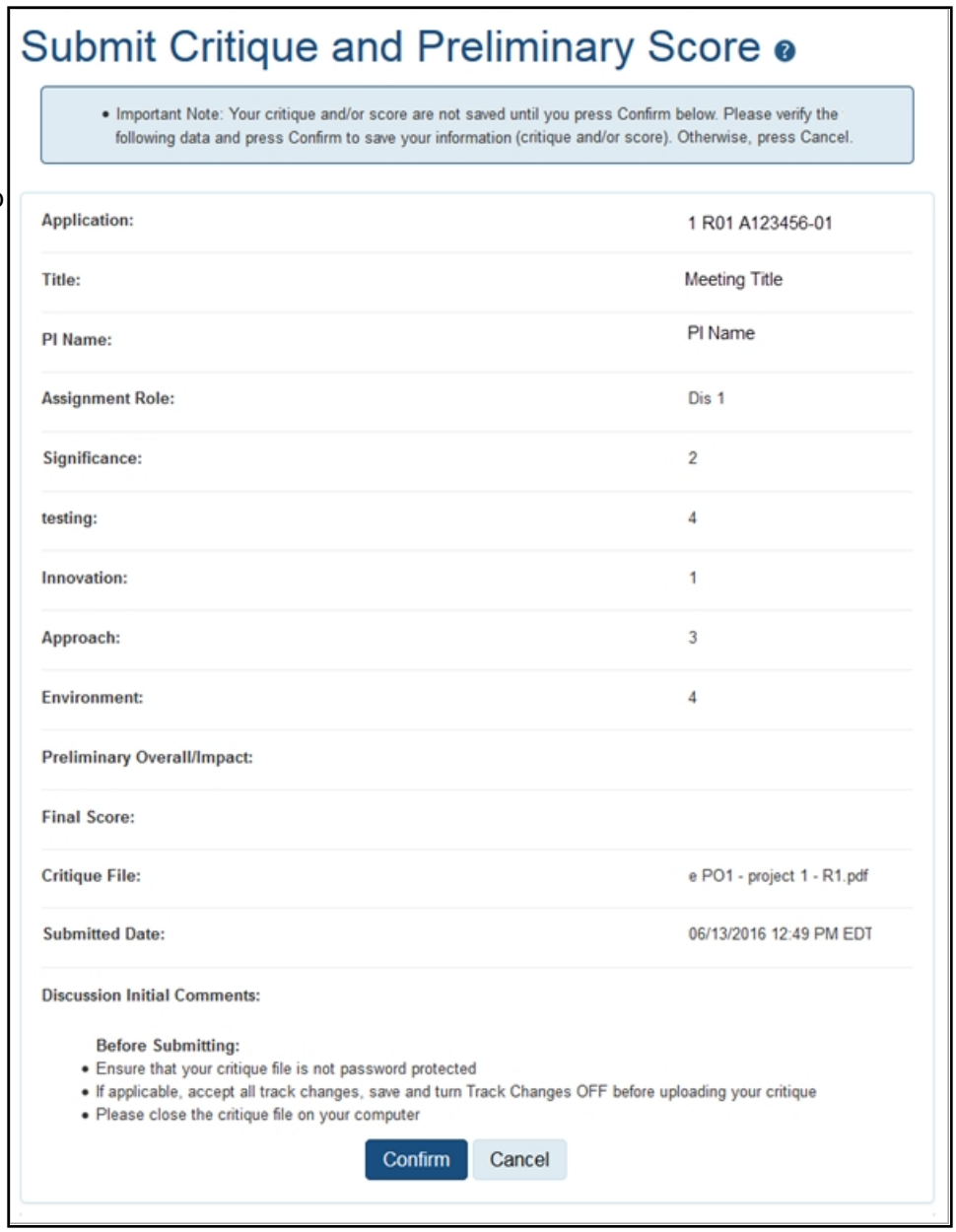
The score and/or critique are not saved until the action is confirmed on this screen.

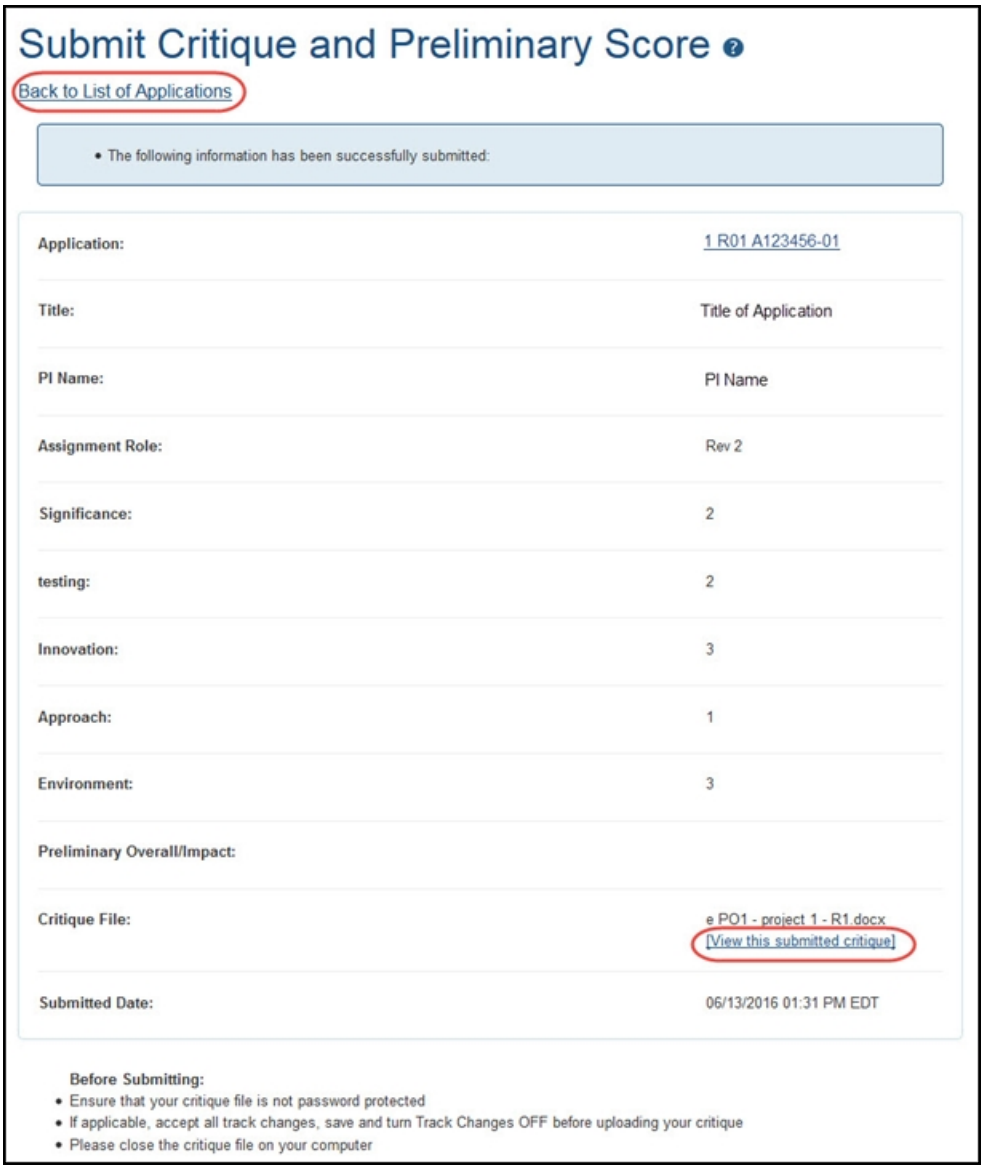
If IAR cannot upload the selected critique (e.g., the file is an invalid format or a virus has been identified on the file), an error is displayed.

9. Select the **Confirm** button to continue uploading the scores and critique.

The *Submit Critique and Preliminary Score* screen displays again as read-only, indicating that the information was successfully submitted. The critique file can be viewed on this screen by selecting the **View this submitted critique** link next to the file name.

10. Select the **Back to List of Applications** link to exit this screen.





Submit Critique and Preliminary Score

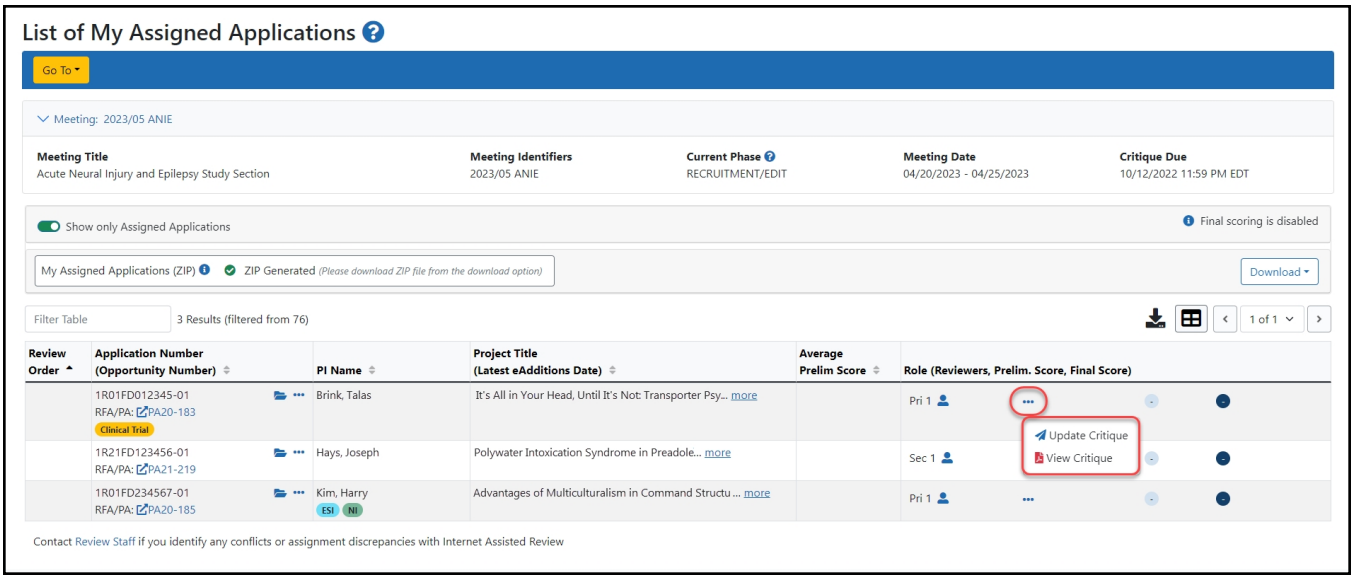
Back to List of Applications

- The following information has been successfully submitted:

Application:	1 R01 A123456-01
Title:	Title of Application
PI Name:	PI Name
Assignment Role:	Rev 2
Significance:	2
testing:	2
Innovation:	3
Approach:	1
Environment:	3
Preliminary Overall/Impact:	
Critique File:	e PO1 - project 1 - R1.docx [View this submitted critique]
Submitted Date:	06/13/2016 01:31 PM EDT

Before Submitting:
- Ensure that your critique file is not password protected
- If applicable, accept all track changes, save and turn Track Changes OFF before uploading your critique
- Please close the critique file on your computer

When returned to the *List of All Applications*, the **Action** column displays the **[submit]**, **[view]**, and **[delete]** links.



Critique Preliminary Score, Submitted Date, and New Actions for Submitted

Reviewers may view their own critiques and scores as well as those of other Reviewers (when permitted) once they have uploaded them. The manner in which critiques are viewed differs from phase to phase. Refer to the section of this document titled *Viewing Critiques* on Page 88 for a description of the phase-specific method of viewing critiques.

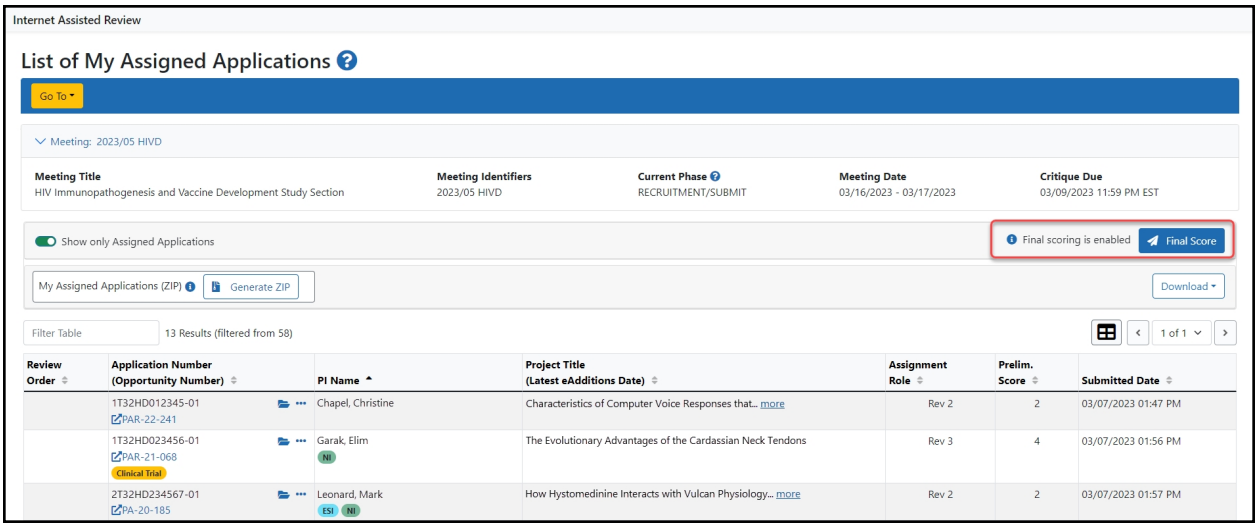
Note: If the pre-meeting COI certification has not been signed, a warning displays on the *Submit Critique and Preliminary Score* screen as follows: *Please sign your pre-meeting Conflict of Interest Certification in IAR system.* Refer to the help topic titled, Refer to the section of this document titled *Certifying Conflicts of Interest* on Page 158 for more information.

Tip: *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

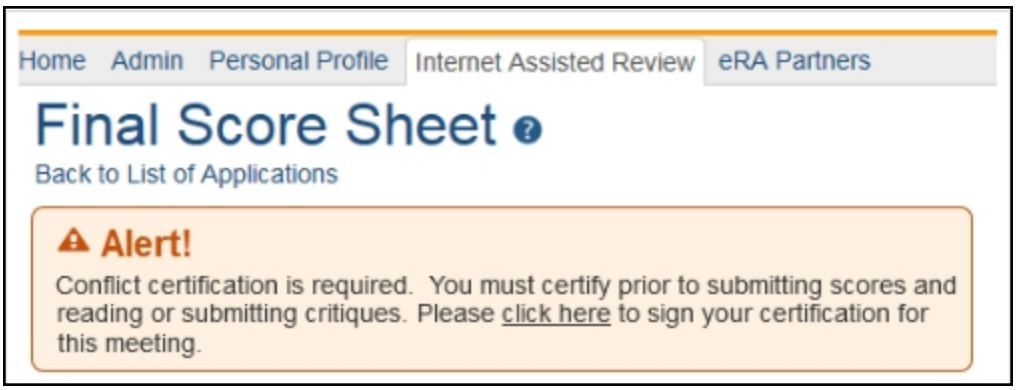
Final Score Sheet (formerly called Voter Sheet)

If allowed by the SRO*, reviewers are able to submit final scores electronically in IAR within the score entry date and time range determined by the SRO for the meeting. These final scores are entered using the *Final Score Sheet*. The *Final Score Sheet* allows reviewers to enter their final impact scores as well as criterion scores (if permitted by the SRO) if they changed as a result of the discussion. Scores may be entered for assigned and unassigned applications; however, the system does not allow entry of scores for any application with which a reviewer is in conflict.

At the time of the final scoring, the **Final Score Sheet** button becomes enabled on the *List of Applications* screen.



If the reviewer has not signed the pre-meeting COI, an alert message will be displayed with a link taking the reviewer to the certification for that meeting.

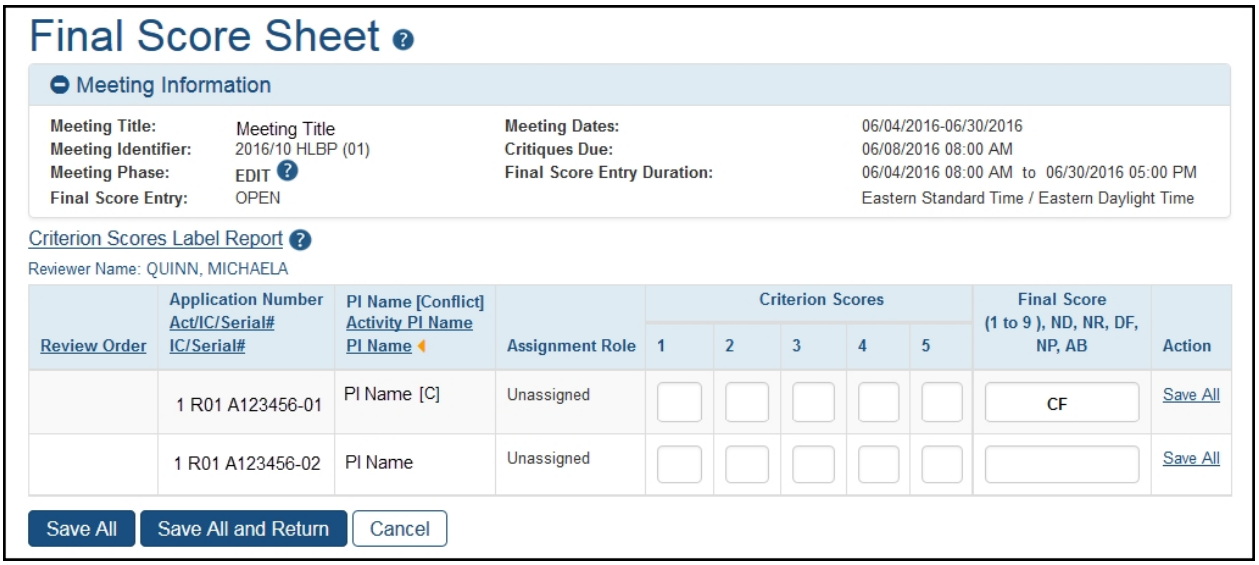


To submit final scores:

1. Access the *List of All Applications* screen in IAR.

2. Select the **Final Score Sheet** button. This button is displayed on the screen only for reviewers allowed to submit final scores and only during the score entry date range for the meeting.

   The *Final Score Sheet* screen opens for all applications in the meeting, showing **Review Order**, **Application Number**, **PI Name**, **Assignment Role** (of the reviewer), **Criterion Scores** (if available), and **Final Score** fields. The information in the table can be sorted by selecting the hyperlinked column name of the information being sorted by. An orange triangle ( ) icon displays next to the column heading of the current sort.



Note: When applicable, if the SRO has opted to display only Phase 2 applications, the *Final Score Sheet* includes only those applications, and the title displays as *Final Score Sheet – Phase 2 Applications Only*.

The **Criterion Scores Label Report** link opens the *Review Criteria Score Labels* report for the meeting. This report displays all applications per each RFA/PA in the meeting with a key defining the scores for each of the RFA/PAs (e.g., Score 1 – Significance; Score 2 – Investigator(s), Score 3 – Innovation, etc.).

Final Scores may be entered for all applications in the meeting, assigned or unassigned; however, for applications with which a reviewer is in conflict, the **Final Score** field displays a read-only *CF* and this final score cannot be updated. Deferred applications (those marked as *DF*) also display with their **Final Score** field as read-only as soon as the score is saved.

The ability to update criterion scores varies and may not be available for all applications. SROs must set up the meeting to allow criterion scores to display. Additionally, several business rules are in place to ensure that the criterion scores are only displayed based on the meeting settings configured by the SRO.

The rules for displaying criterion scores are as follows:

- If the assigned reviewer has not submitted a critique before final scoring, criterion score fields are not displayed.

- If unassigned reviewers are permitted to submit scores (i.e., only scores – no critiques), the criterion score fields are displayed and editable.
- If unassigned reviewers are permitted to submit scores with a critique required as backup but have not submitted their required critique before final scoring, criterion score fields are not displayed.
- If unassigned reviewers are permitted to submit scores with a critique required as backup and have submitted their required critique, criterion score fields are displayed and editable.
- If a Discussant is required to submit a critique to support criterion scores and has not submitted the required critique before final scoring, the criterion score fields are not displayed.
- If a Discussant is required to submit a critique to support criterion scores and has submitted the critique before final scoring, criterion score fields are displayed and editable.
- If a reviewer is in conflict with an application, criterion score fields are not displayed.
- If an application already is scored as *DF*, criterion score fields are not displayed.

Note: The SRO determines whether to show subproject applications during final scoring. If the SRO has allowed subprojects to be scored, these applications display on the *Final Score Sheet* screen.

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3. *Optional:* Update the existing **Criterion Scores** as needed.

4. Enter a **Final Score** for each application.

   Final scores may be entered numerically as 1 to 9 –or– with one of the following score codes below:

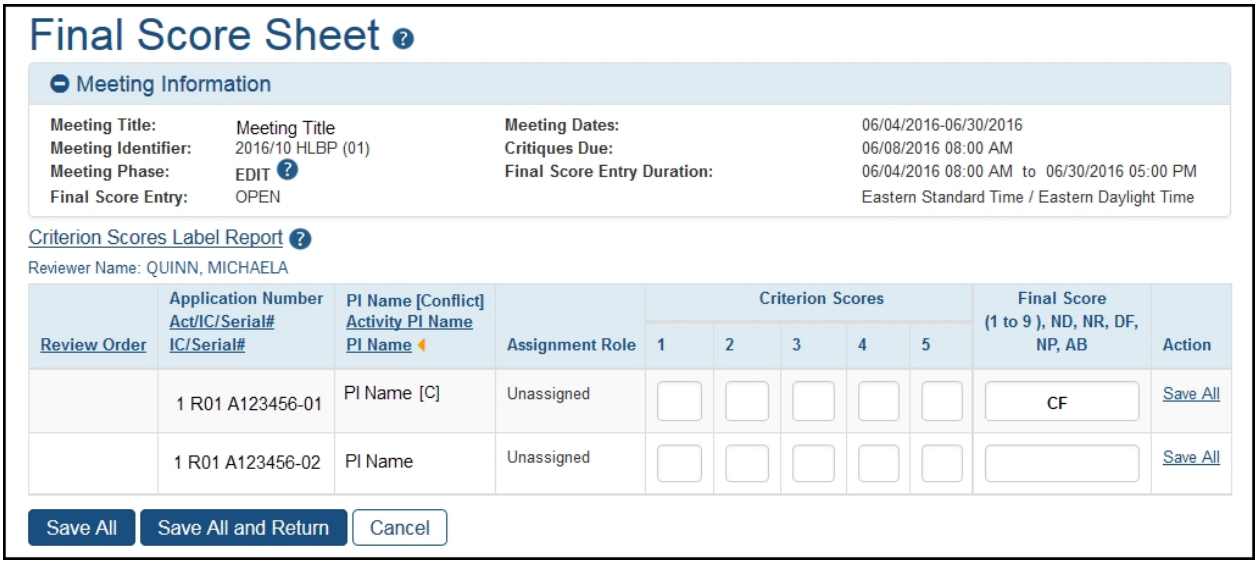
   ND – Not Discussed: All applications in a meeting are required to receive scores. Applications lacking the quality necessary to be discussed at review meetings should be designated as ND.

   NR – Not Recommended: Applications marked NR are not recommended for further consideration.

   DF – Deferred: Applications marked deferred are moved to the next council round.

NP – Not Present: The reviewer was not present at the meeting when the application was discussed and is unable to give a score.

AB – Abstain: The reviewer is abstaining from scoring the application.



5. Select the **Save All** link from the **Action** column or the **Save All** button at the bottom of the screen to save the changes. All updated information is saved by selecting either **Save All** feature.

   Selecting the **Cancel** button at any time ignores the unsaved changes and closes the *Final Score Sheet* screen.

6. To save changes and leave the screen, select the **Save All and Return** button.

Tip: *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

Review Criteria Score Labels Report

For reviews using scored criteria, the *Review Criteria Score Labels* report provides a key to the scores as defined by the different RFAs/PAs in the meeting (e.g., Score 1 – Significance; Score 2 – Investigator(s), Score 3 – Innovation, etc.). The report is divided by RFA/PA, showing the score definition as well as the applications submitted under that opportunity.

You can access the report by selecting the **Criterion Scores Label Report** link on the *Final Score Sheet*, which opens the report as a PDF in a separate window.

Final Score Sheet

Meeting Information

Meeting Title:	Heart, Lung, and Blood Program Project Review Committee	**Meeting Dates:**	06/04/2016-06/30/2016
Meeting Identifier:	2016/10 HLBP (01)	**Critiques Due:**	06/08/2016 08:00 AM
Meeting Phase:	EDIT	**Final Score Entry Duration:**	06/04/2016 08:00 AM to 06/30/2016 05:00 PM Eastern Standard Time / Eastern Daylight Time
Final Score Entry:	OPEN		

Criterion Scores Label Report

Review Criteria Score Labels
Research Program Project Review Committee
2016/10 Council HLBP 01, 06/04/2016, Cassandra Vernon, SRO

RFA/PA: AB-12-345 - RESEARCH PROJECT GRANT (PARENT R01)

SCORE 1 - Significance
SCORE 2 - testing
SCORE 3 - Innovation
SCORE 4 - Approach
SCORE 5 - Environment

1 R01 AB123456-01

RFA/PA: AB-12-345 - High Priority Immunology Grants (R01)

SCORE 1 - Significance
SCORE 2 - testing
SCORE 3 - Innovation
SCORE 4 - Approach
SCORE 5 - Environment

1 R01 AB123456-02 **PI Name**

Review Without Scored Criteria

Preliminary Scores

Some Operating Divisions (OpDivs) utilize the Review Business Process with no scored criteria, which differs from the NIH Review Business Process in that it does not use criterion scores, only a Preliminary Score, followed by final scoring. Scores consist of numeric values from 1.0 to 5.0 and/or non-numeric scores.

For meetings using the Review Business Process with no scored criteria, unassigned reviewers can only submit critiques and cannot enter scores.

This section discusses submitting scores and critiques for the Review Business Process with no scored criteria and may not be applicable to all reviewers.

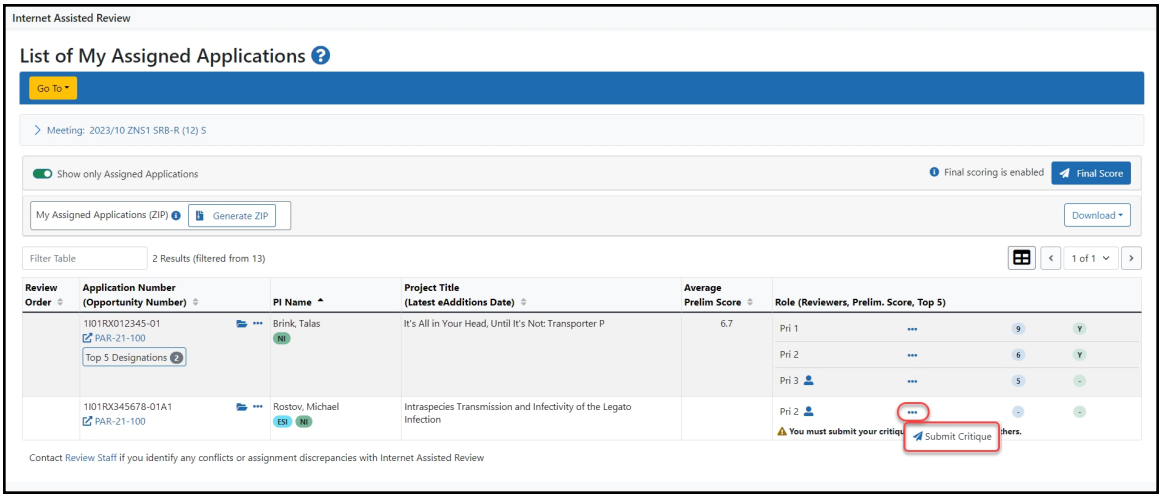
To submit critiques and scores using the Review Business Process with no scored criteria:

1. Select the **View List of Applications** link from the *List of Meetings* screen for the specific meeting.

   The *List of My Assigned Applications* screen displays, showing only the applications assigned to the reviewer.

2. *Optional:* Toggle the Show only Assigned Application switch to off to display all applications in the meeting.

3. Select the **[Submit Critique]** link from the three-dot ellipses icon in the **Role** column for the application being reviewed.



The *Submit Critique and Preliminary Score* screen displays for entering a preliminary score and uploading a critique. To exit the screen without entering scores or critique, select the **Back to List of Applications** link.

Note: During the Edit Phase of a meeting, scores are displayed as read-only; however, a critique file can still be uploaded.

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4. *Optional and Only if Top 5 Designation is applicable*: Select the **Top 5** checkbox to designate the application as one of the top 5. This checkbox is located next to the **Preliminary Overall/Impact** field only if enabled by the SRO.

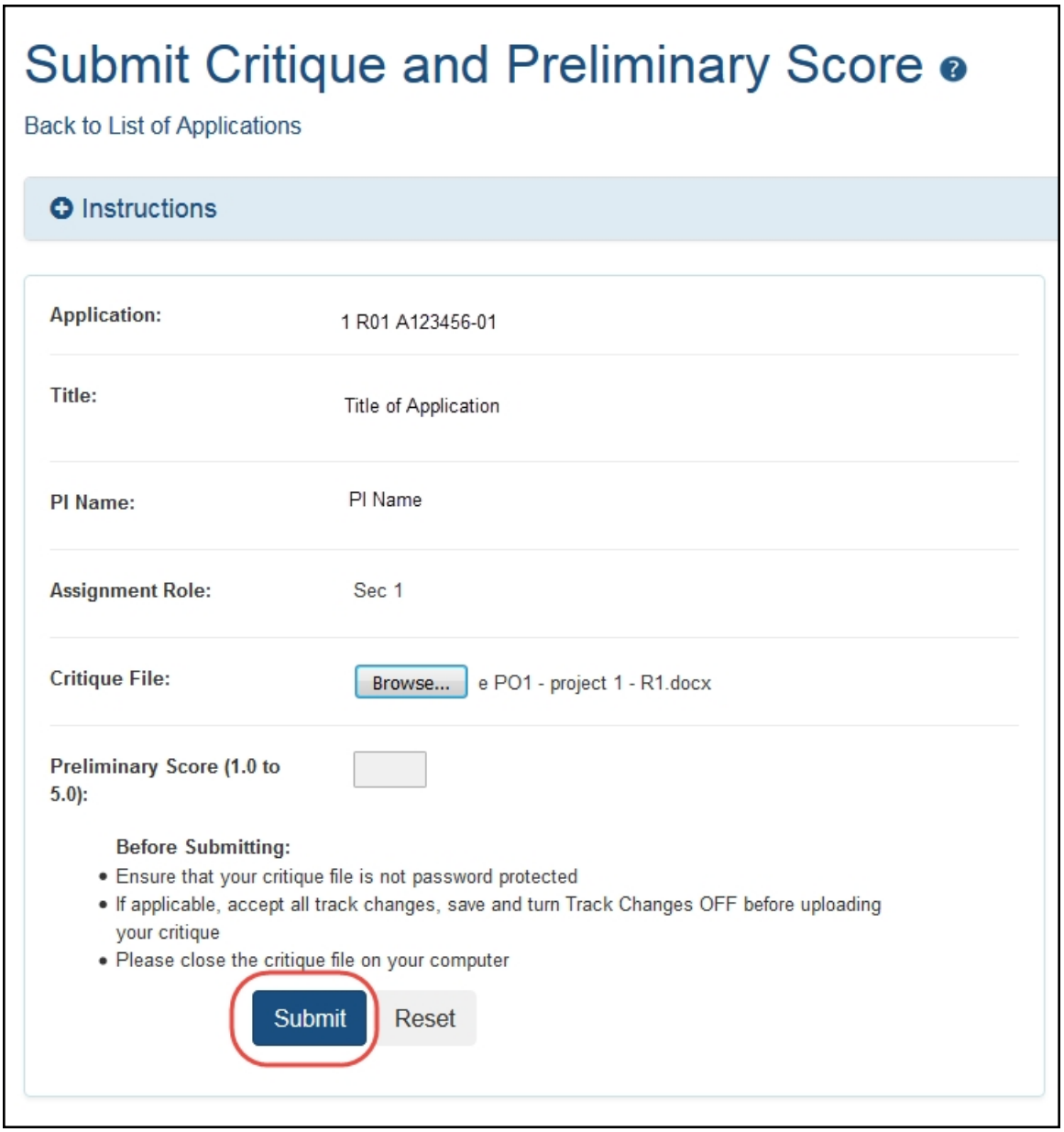
If 5 other applications have already been designated as Top 5, IAR displays the following error: *You have already designated 5 applications in the Top 5 category. Please clear the Top 5 designation from existing application(s) to designate this application as Top 5.* In this case, access the other Top 5 applications via the *List of All Applications* screen and uncheck the **Top 5** checkbox as appropriate.

When designating an application as Top 5, you must also submit a critique for that application.

5. Upload a critique file by selecting the **Browse** button, searching for the file, and selecting.

6. Enter a score of **1.0–5.0** in the **Preliminary Score** field.

7. Select the **Submit** button.



Note: Selecting the **Reset** button clears the fields.

The *Submit Critique and Preliminary Score* screen displays as read-only and prompts for a confirmation. The entered information can be canceled by selecting the **Cancel** button. Selecting **Cancel** returns the screen to an edit view on which scores can be re-entered and/or a new critique file attached.

The score and/or critique are not saved until the action is confirmed on this screen.

Note: If the pre-meeting COI certification has not been signed, a warning displays as follows: *Please sign your pre-meeting Conflict of Interest certification in IAR system.* Refer to the help topic titled *Certifying Conflicts of Interest* for more information.

If IAR cannot upload the selected critique (e.g., the file is an invalid format or a virus has been identified on the file), an error is displayed.

8. Select the **Confirm** button to continue uploading the scores and critique.

   The *Submit Critique and Preliminary Score* screen displays again as read-only, indicating that the information was successfully submitted. The critique file can be viewed on this screen by selecting the **View this submitted critique** link next to the file name.

9. Select the **Back to List of Applications** link to exit this screen.

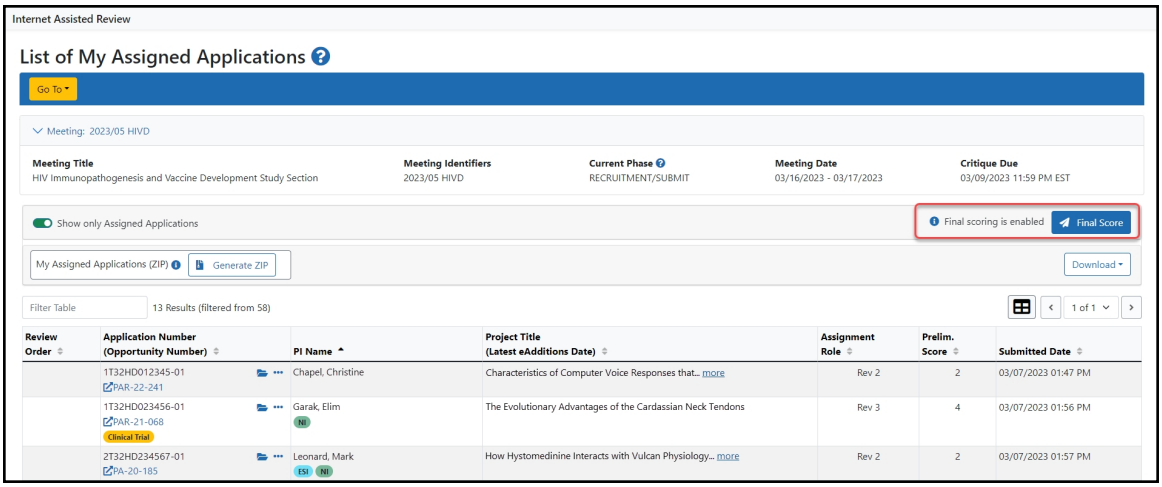
10. When returned to the *List of All Applications*, the **Action** column displays the **[submit]**, **[view]**, and **[delete]** links.

    Reviewers may view their own critiques and scores as well as those of other Reviewers (when permitted) once they have uploaded them. The manner in which critiques are viewed differs from phase to phase. Refer to the help topic titled *Viewing Critiques* for a description of the phase-specific method of viewing critiques.

Final Score Sheet (previously called Voter Sheet)

If allowed by the SRO, Reviewers are able to submit final scores electronically in IAR within the score entry date range determined by the SRO for the meeting. These final scores are entered using the *Final Score Sheet*. Scores may be entered for assigned and unassigned applications; however, the system does not allow entry of scores for any application with which a reviewer is in conflict.

At the time of the final scoring, the **Final Score Sheet** button becomes enabled on the *List of All Applications* screen.



To submit final scores:

1. Access the *List of All Applications* screen in IAR.

2. Select the **Final Score Sheet** button. This button is displayed on the screen only for Reviewers capable of submitting final scores and only during the score entry date range for the meeting.

   The *Final Score Sheet* screen opens for all applications in the meeting, showing **Review Order**, **Application Number**, **PI Name**, **Assignment Role** (of the reviewer), and **Final Score** fields. The information in the table can be sorted by selecting the hyperlinked column name of the information being sorted by. An orange triangle ( )icon displays next to the column heading of the current sort.

   Note: When applicable, if the SRO has opted to display only Phase 2 applications, the *Final Score Sheet* includes only those applications, and the title displays as *Final Score Sheet – Phase 2 Applications Only*.

   Final Scores may be entered for all applications in the meeting, assigned or unassigned; however, for applications with which a reviewer is in conflict, the **Final Score** field displays a read-only *CF* and this final score cannot be updated. Deferred applications (those marked as *DF*) also display with their **Final Score** field as read-only.

   Note: The SRO determines whether to show subproject applications during scoring. If the SRO has allowed subprojects to be scored, these applications display on the *Final Score Sheet* screen.

3. Enter a **Final Score** for each application.

Final scores may be entered numerically as 1.0 to 5.0 –or– with one of the following score codes below:

UN – Unscored: All applications in a meeting are required to receive scores. Applications lacking the quality necessary to be discussed at review meetings should be designated as UN.

NR – Not Recommended: Applications marked NR are not recommended for further consideration.

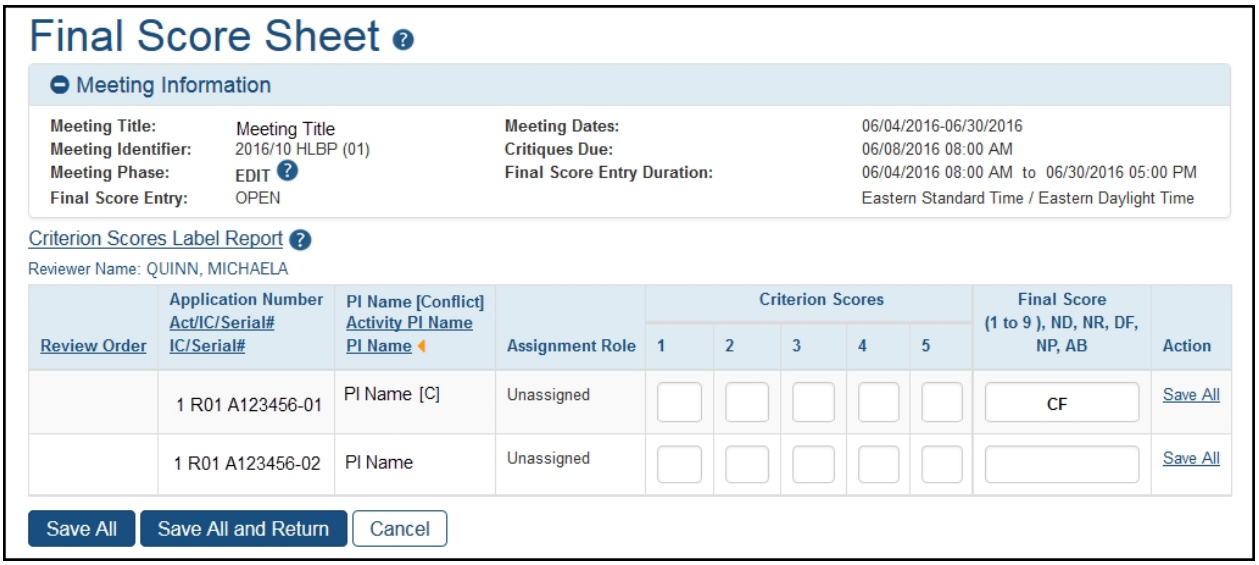
DF – Deferred: Applications marked deferred are moved to the next council round.

NP – Not Present: The reviewer was not present at the meeting when the application was discussed and is unable to give a score.

AB – Abstain: The reviewer is abstaining from scoring the application.

4. Select the **Save All** link from the **Action** column or the **Save All** button at the bottom of the screen to save the changes. All updated information is saved by selecting either **Save All** feature.

   Selecting the **Cancel** button at any time ignores the unsaved changes and closes the *Final Score Sheet* screen.



5. To save changes and leave the screen, select the **Save All and Return** button.

Viewing Critiques

Reviewers have the ability to view critiques in IAR for all applications in a meeting. This ability may vary depending on the type of reviewer, the status of the reviewer's own critique submission, the SRO's* meeting settings, or the IAR phase of the meeting. For example, a reviewer cannot view the critiques of any application with which he or she is in conflict; Mail Reviewers can only view their own critiques; and SROs can block the view of others' critiques if a reviewer has not submitted his or her own.

The list below describes the various ways – for each meeting phase – in which critiques may be viewed in IAR.

Note: All methods may not be available to all Reviewers.

Submit Phase

During the Submit Phase, Reviewers can view their own critiques one by one via the *List of Applications* screen by selecting the **[view]** option in the **Action** column of an individual application. Selecting this option opens a PDF document of the reviewer's critique for the specified application.

Read and Edit Phases

During the Read and Edit Phases, a reviewer may be able to view his or her own critiques for each application in the meeting individually; all meeting critiques merged into one file; all critiques for a specific application merged into one file; all of his or her submitted critiques merged into one file; or all critiques for a reviewer's assigned applications merged into one file.

The following is a list of possible methods for viewing critiques while in the Read and Edit Phases. It should not be assumed that all methods are available to all Reviewers.

- **[View Critique]** option under the three-dot ellipses icon in the **Role** column of an individual application

  Selecting this option opens a PDF document of a reviewer's critique for the specified application. A **[View Critique]** link is provided for each available reviewer's critique. Missing links indicate that a critique is not available or that the reviewer does not have access to it.

- **View All Meeting Critiques: By Appl** link

  Displayed only if the SRO has unblocked the reviewer in the meeting *Control Center*.

  Selecting this option opens a PDF document of all critiques for all applications in the meeting – not just those submitted by the reviewer or applications assigned to the reviewer. The critiques are ordered by application number, with a secondary sort by reviewer role. If the reviewer is in conflict with an application, the critiques for that application are omitted from the document.

- **View All Meeting Critiques: By PI** link

Displayed only if the SRO has unblocked the reviewer in the meeting *Control Center*.

Selecting this option opens a PDF document of all critiques for all applications in the meeting – not just those submitted by the reviewer or applications assigned to the reviewer. The critiques are ordered by the last name of the applications' PIs, with a secondary sort on the reviewer assignment role. Multi-project applications are sorted by the parent application's PI. If the reviewer is in conflict with an application, the critiques for that application are omitted from the document.

- **View My Critiques** link, accessed by clicking the **Download** button

  Selecting this option opens a PDF document of all critiques submitted by the reviewer, regardless of assignment.

- **View All Critiques for Assigned Applications** link

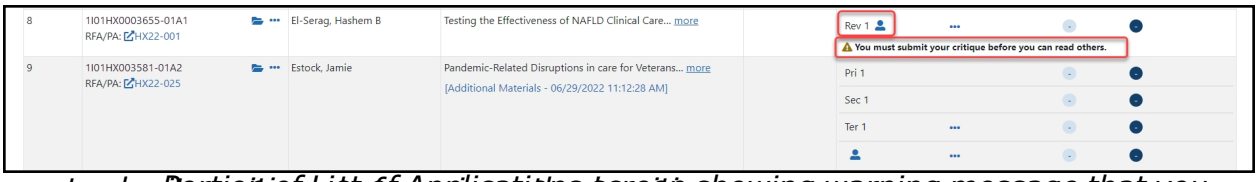
  Displayed only if the SRO has unblocked the reviewer in the meeting *Control Center*.

  Selecting this option opens a PDF document of all critiques submitted for applications assigned to the reviewer. This includes the critiques of other Reviewers for these applications.

- **View All Critiques – [PDF]** link

  Selecting this option opens a PDF document of all critiques from all Reviewers for the specified application. The critiques are ordered by the reviewer assignment role. If the reviewer is in conflict with an application, this link is not displayed.

If the reviewer has not submitted scores, and the SRO has enabled the block feature for the reviewer, the **[View Critiques]** link is not present in the **Role** column and the **View All Critiques** option is not displayed. These links also are not available when a reviewer is in conflict with an application.



Portion of List of Applications screen showing warning message that you must submit a critique before you view others' critiques

Tip: *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

Deleting Scores and Critiques

During the Submit Phase of a meeting, reviewers possess the ability to delete their own previously submitted critiques or scores. This is particularly useful in the event that a critique and/or scores were entered for the wrong application or need to be revised.

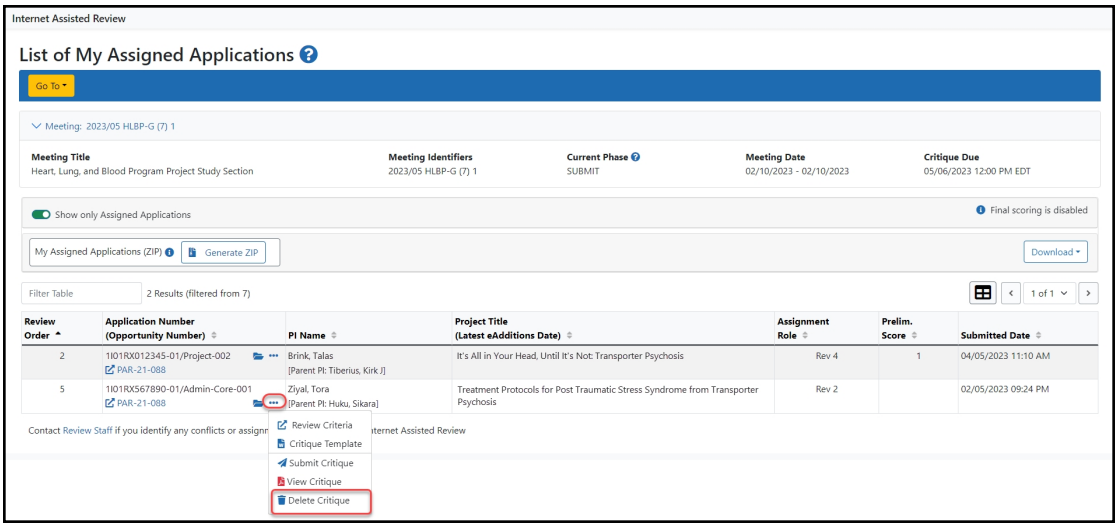
IMPORTANT: The **Delete** link should only be used when the reviewer needs to remove both the critique and criteria scores. Reviewers may not realize that deleting the critique also deletes the criteria scores, which the system does not allow to exist without a critique.

If only the critique needs to be replaced, it is not necessary to follow the deletion steps below. Deleting the critique is not necessary before submitting a new one. If only the critique needs replacing, the **[submit]** link on the *List of All Applications* screen should be used. Refer to the section of this document titled *Submitting Critiques and Scores* on Page 70 for more information.

Note: During the Edit Phase, scores and critiques can be modified using the **[update]** link. Refer to the section of this document titled *List of Applications in Edit Phase* on Page 61 for more information.

To delete critiques and/or scores:

1. Access the *List of Applications* screen for the meeting.
2. Locate the application from the list, and select the **[delete]** link from the **Action** column.



The *Delete Critique/Score* screen displays options for deleting (refer to the Note below):

- **Critique and Top 5 designation (if any)**
- **Score and Top 5 designation (if any)**
- **Critique, Score, and Top 5 designation (if any)**

Note: Based on business rules in place, the **Critique and Top 5 designation (if any)** option may or may not be available for meetings following the NIH review business process (i.e., using scored criteria). The ability to delete only critiques is available if the assigned reviewer is a Discussant and the SRO* has set the option to allow Discussants to submit scores without critiques –or– if the reviewer is an unassigned reviewer and the SRO has set the option to allow Unassigned Reviewers to submit scores without critiques. For agencies outside of NIH (i.e., those following the old business process without scored criteria), the option is always available.

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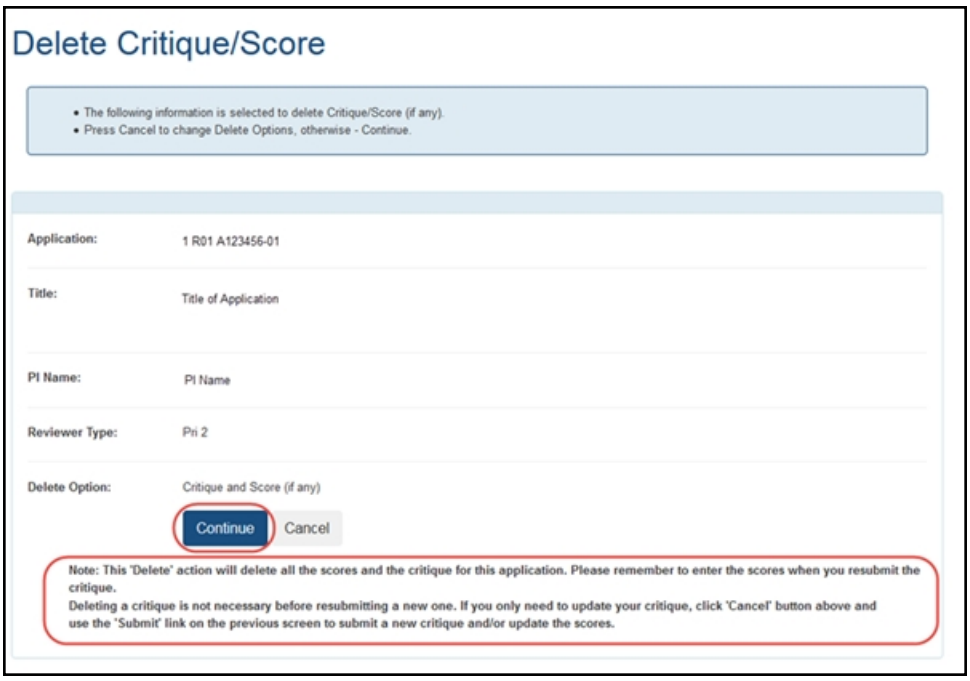
3. Select the radio button for the appropriate delete action and select the **Submit** button.

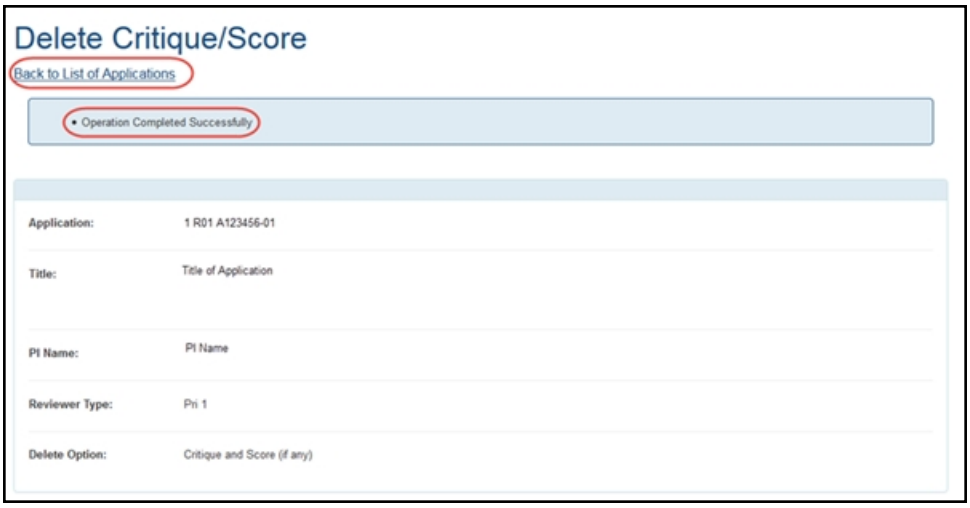
A confirmation screen displays before the delete is committed. The Note on the screen indicates what will happen if the action is continued. Review this information to make sure the correct option has been selected and that the correct data is being removed.

4. Select the **Continue** button to continue the action. Selecting **Cancel** will abort the deletion.



When continued, IAR displays a confirmation of what has been deleted. The top of the screen displays *Operation Completed Successfully*. Scores are removed and/or the uploaded PDF of the critique is deleted as appropriate, based on the delete option selected. If a critique is deleted, the Preliminary Summary Statement* is updated with the deleted critique removed. In the event that only scores have been deleted, the critique PDF document is updated to reflect the change in scores.

5. Select the **Back to List of Applications** link to return to the list of applications.



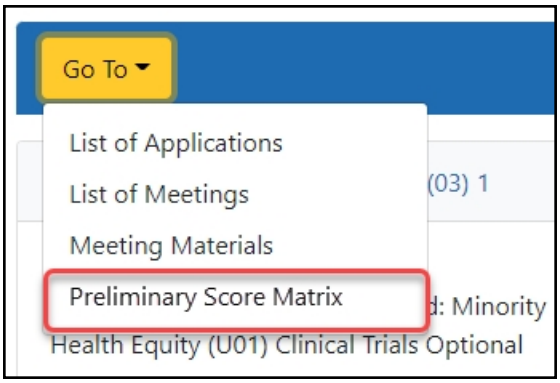
Tip: *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

Preliminary Score Matrix

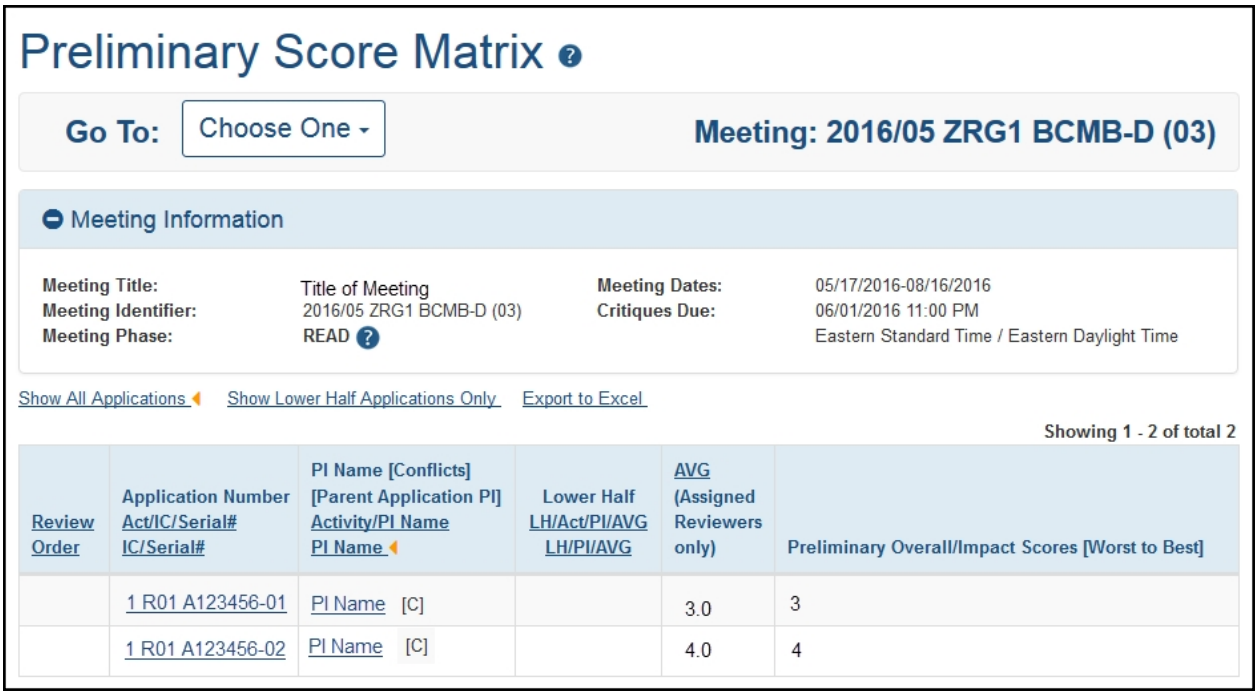
Based on preliminary/overall impact scores entered by reviewers, the SRO* designates applications for the SRG to consider for streamlining.

In the *Preliminary Score Matrix*, a reviewer can see the preliminary overall/impact scores assigned by other reviewers for all applications in which the reviewer is not in conflict. The *Preliminary Score Matrix* also provides a means for viewing only those lower half applications as designated by the SRO. The *Preliminary Score Matrix* is available during the Read Phase from the *List of Applications* screen by selecting the **Preliminary Score Matrix** link from the Go To: menu.

Note: Mail reviewers cannot access the *Preliminary Score Matrix*.



For each application in the meeting, the *Preliminary Score Matrix* displays all preliminary overall/impact scores from worst to best score as well as average score. If a reviewer has not submitted scores and the SRO has blocked access to reviewers who have not submitted scores, IAR blocks the scores for these applications in the **AVG** and **Preliminary Overall/Impact Scores [Worst to Best]** columns. A message *You are blocked from seeing scores* displays in the **Preliminary Overall/Impact Scores [Worst to Best]** column instead.



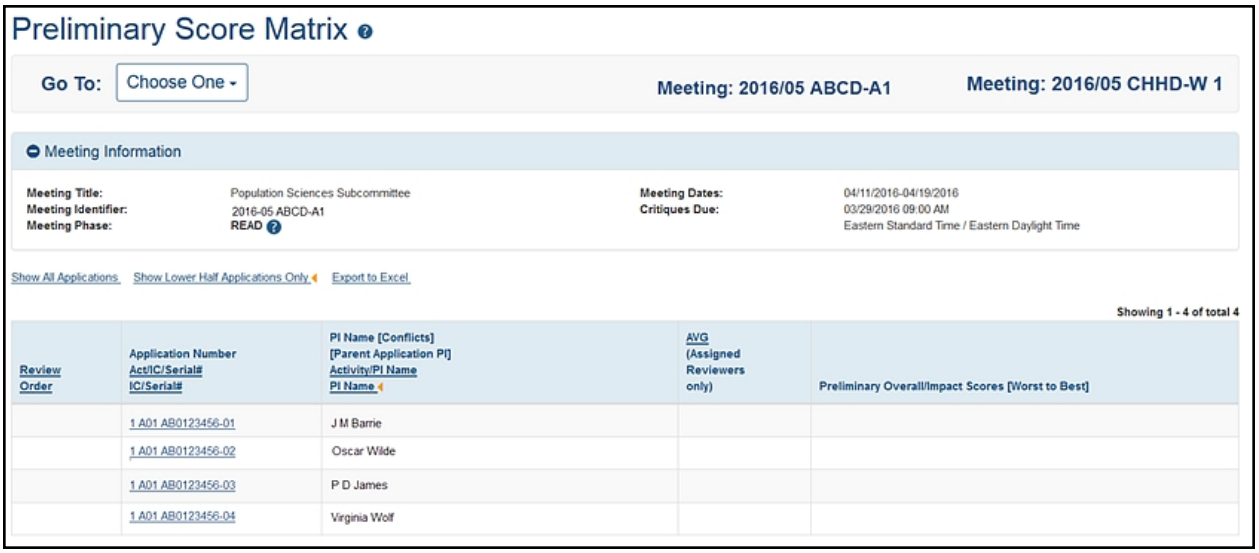
The information on the screen can be sorted by either **Review Order**, **Application Number**, **PI Name**, **Lower Half** designation, or **AVG** (average score of assigned reviewers). Select the hyperlink in the column title to specify the sort.

Note: In the case of Pioneer Meetings, if the SRO has indicated that only Phase 2 applications should be displayed, then the *Preliminary Score Matrix* displays only Phase 2 applications. In this case, the title of the screen reads as *Preliminary Score Matrix – Phase 2 Only*.

The *Preliminary Score Matrix* includes specific links for navigating away from the screen or for changing the view of the information on the screen. The links are as follows:

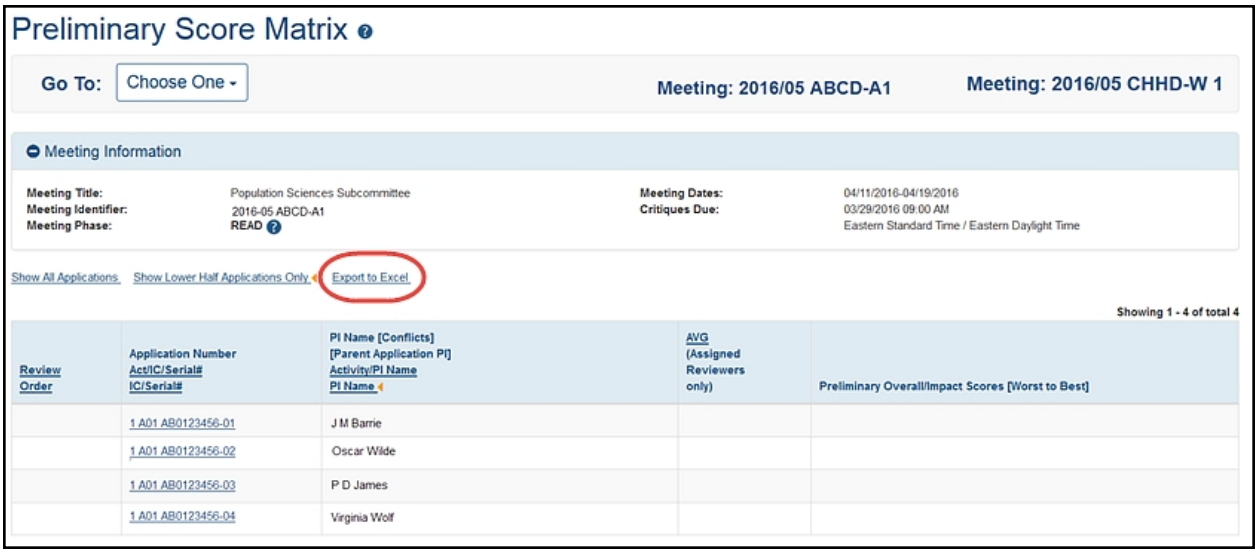
Show Lower Half Only

Select this link to view only those applications designated as lower half. The lower half applications display in a Worst to Best order.



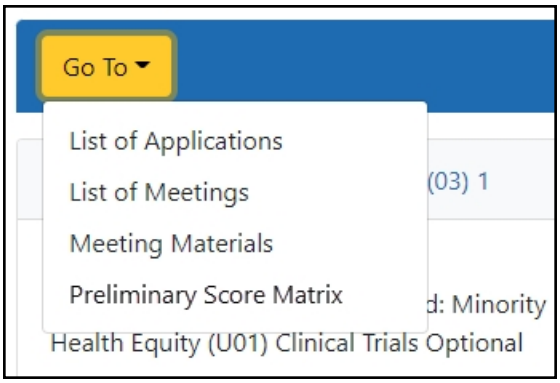
Export to Excel

Select this link to export the *Preliminary Score Matrix* to Microsoft Excel. The Excel version opens in a separate window with the same data as displayed on the screen in IAR.



Global Navigation

A global "Go To:" navigation menu is present on the following screens: *List of Applications*, *List of Meetings*, *Meeting Materials*, and *Preliminary Score Matrix*. The list of links may change, dependent upon the user's role.



Tip: *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

About Online Critiques

IMPORTANT: This topic is for Online Critiques only, which is a pilot of new functionality available to a limited subset of reviewers at this time.

You can fill out application critiques using the Online Critique screen in Internet Assisted Review. Previously, critiques were filled out only via downloading, filling out, and uploading a Microsoft Word template file that had the appropriate guidance and entry fields pre-created.

With the new online critique system, you fill out critiques on a web page. The online critique templates have the advantage of being more closely aligned with the funding opportunity announcement (FOA) requirements. A given meeting will either have ***all*** online critiques, or ***all*** traditional Microsoft Word critique templates. The two types will not be mixed within a single meeting.

However, during a transition period, both systems will be used: filling out application critiques with Microsoft Word-based critique templates and the online critique system. Applications will be gradually transitioned to the full use of online critiques during the transition period.

If the FOA for an application is compatible with IAR online critiques, then you can click on the submit link in the **Actions** column of the *List of Applications* or *List of My Assigned Applications* screen to access online critiques.

The *List of Applications* screen will not have Download Zip of All Critiques link for the meeting if online critiques are in use. There will be no Critique Template links in *Meeting Materials* or *List of Applications* screens. Instead users click the Submit link in the **Action** column of the *List of Applications* screen and are taken to the *Online Critique* screen.

- To learn about the *Online Critique* screen, see *Navigating the Online Critique Screen*.
- To learn how to complete an online critique, see *Completing an Online Critique*.
- To learn how to delete a critique or to see the versions you currently have and their save date, see *Deleting an Online Critique*

Navigating the Online Critique Screen

IMPORTANT: This topic is for Online Critiques only, which is a pilot of new functionality available to a limited subset of reviewers at this time.

Navigation in online critiques was designed with flexibility in mind so that you can devote screen space to the area that you are working on. Various user interface elements let you collapse and expand areas of the screen. Some UI elements, such as text formatting tools, appear only when and where you need them.

Each area of the screen and what you can do with it, is explained below. Use the Tab key to navigate to each editable text entry field.

Topics on page:

Opening an Online Critique

Floating Gray Summary Box

Identifying Critique You are Working On

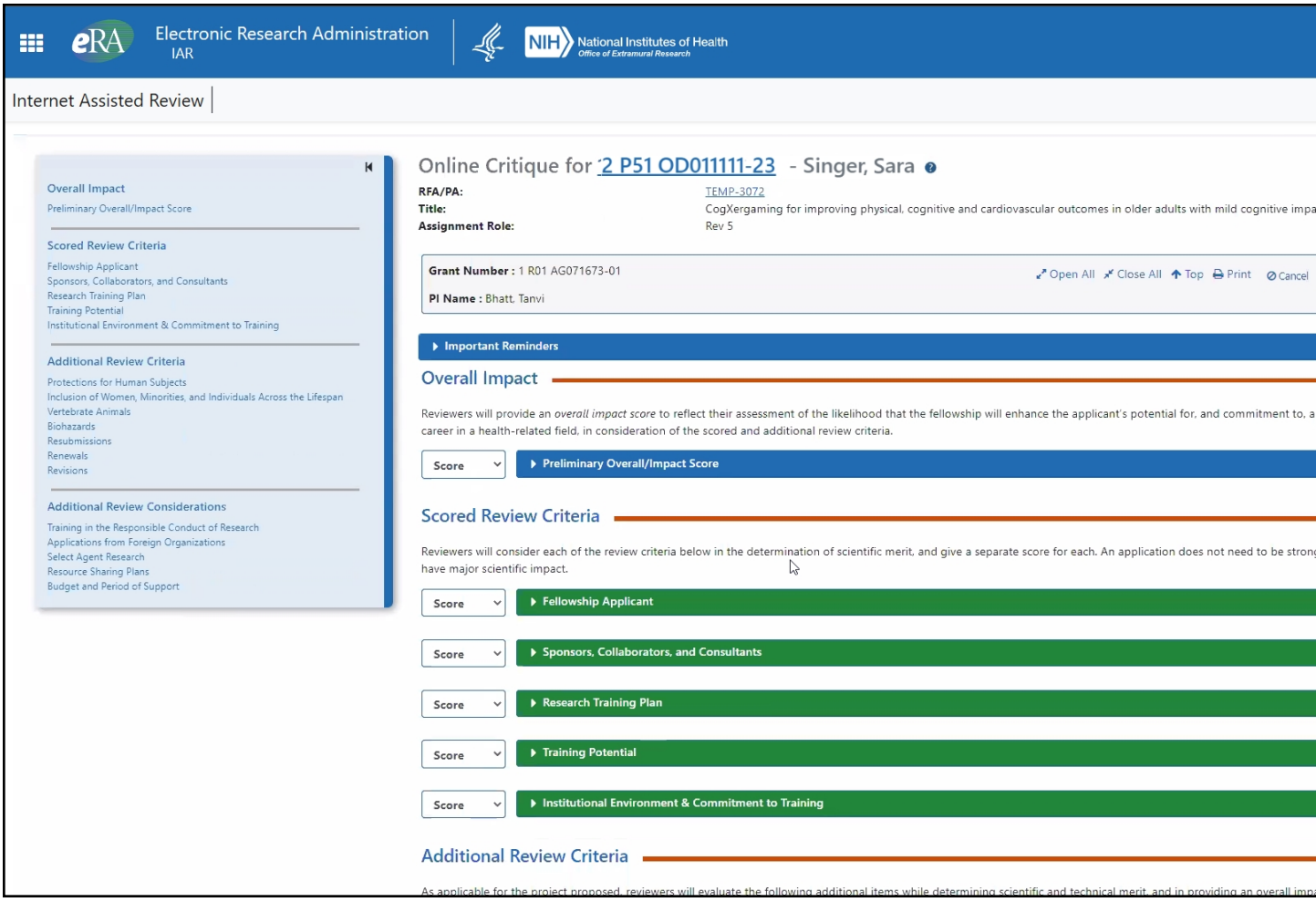
Viewing the FOA and Grant Folder

Navigation Pane of Review Criteria

Blue and Green Critique Criteria Text Entry Areas

Opening an Online Critique

To open an online critique, log into Internet Assisted Review, open a meeting, and go to the *List of All Applications* screen or the *List of My Assigned Applications* screen. There, click the submit link in the **Actions** column for an application. Only those applications that are compatible with online critiques will open the *Online Critique* screen, which is shown below.

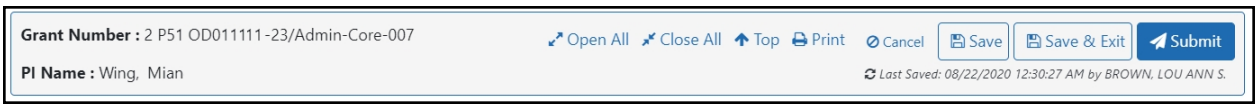


Floating Gray Summary Box

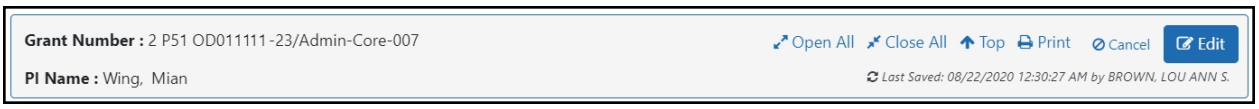
The gray floating summary box at the top of the *Online Critique* screen contains information to identify what application you are working on as well as buttons for navigation or actions you

can take. This gray box floats on the page and remains at the top of the screen as you scroll down. It contains the grant number and principal investigator (PI) name to serve as a visual cue as to what application you are currently critiquing.

The gray box can appear in three different ways, depending on where you are in the online critique process:

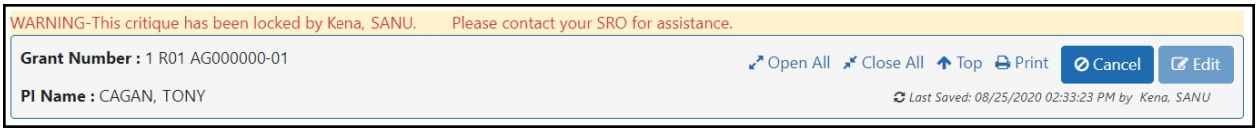


ABOVE: Upon accessing the online critique for the first time, the floating gray box does not have a **Delete** button, but does have **Save**, **Save & Exit**, and **Submit**. The critique is editable.



ABOVE: If you save or submit an online critique, navigate away from the *Online Critique* screen, and return to the online critique later by clicking the submit link on the *List of Applications* screen, the online critique is initially read-only. You must click the **Edit** button to make it editable. Save and Submit buttons are unavailable while the critique is read-only.

ABOVE: The **Delete** button appears only the second time you access the *Online Critique* screen for a given application. If you go into a critique and save or submit it, then you return to the same online critique, and then you click **Edit**, you are presented with the gray box above, containing a **Delete** button. See *Deleting an Online Critique*.

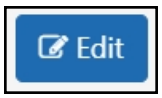


ABOVE: The scientific review officer (SRO) or extramural support assistant (ESA) has the ability to open and edit a critique. If the SRO/ESA opens a critique and clicks the **Edit** button to make changes to it, it is locked to the reviewer until the SRO/ESA submits it. You can still view the critique, and you can see the changes the SRO/ESA has made, but you cannot continue editing until the SRO/ESA submits the critique.

Gray Box Action Buttons

The buttons on the floating gray box are as follows:

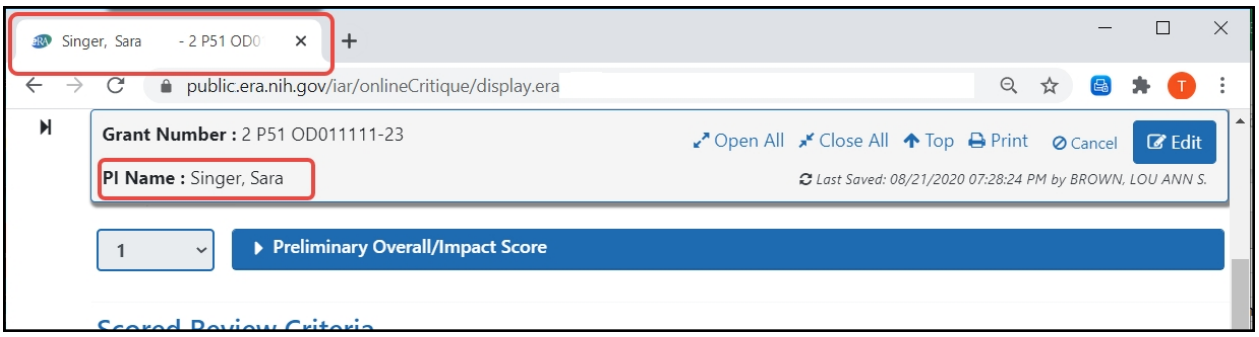
Open All	Expands all the data entry areas under the blue and green bars.
Close All	Collapses all the data entry areas under bars.
Top	Jumps you to the top of the *Online Critique* screen.
Print	Opens the a print window with the critique, complete with review criteria, criteria descriptions, and data you have entered. Print to PDF for a file that you can store on your local hard drive.
Cancel	Discards any changes since the last manual save or the last autosave, and returns you to the *List of Applications* screen. Autosave occurs every minute and every time you click from one text entry field to another. A manual save occurs when you click the **Save** button. So in general, the **Cancel** button only discards the last 60 seconds of edits. To blank out a critique completely, use the **Delete** button instead. See *Deleting an Online Critique*.
Autosaved: 08/19/2020 01:25:33 PM	The autosave indicator tells you exactly when, down to the second, the last save occurred. You cannot turn the autosave function off. Autosave is currently configured to occur every minute and every time you click from one text entry field to another.
Save	Saves the draft online critique.
Save & Exit	Saves the draft online critique and returns to the *List of Applications* screen.
Delete	Takes you to the *Delete Critique/Score* screen, where you can delete the draft and/or the submitted version. The **Delete** button does not appear on the Online Critique screen the first time you access an online

	critique. It appears only after you save or submit and then subsequently edit the unsubmitted draft or submitted version. In the *Delete Critique/Score* screen, you can see the save and submit dates and times of both your submitted version (if applicable) and your draft version. See *Deleting an Online Critique*.
	Starts the submittal of the online critique. See *Completing an Online Critique*.
	This button appears only if you have previously submitted or saved the online critique, and then you navigated away from the *Online Critique* screen and then you return to the critique. In that case, the online critique is initially read-only, and you must click the **Edit** button to make it editable. See *Completing an Online Critique* or *Completing an Online Critique*.

Identifying Critique You are Working On

While you are working on critiques, you might open several critiques in separate tabs. There are a few visual aids to help you keep track of the critiques you are editing.

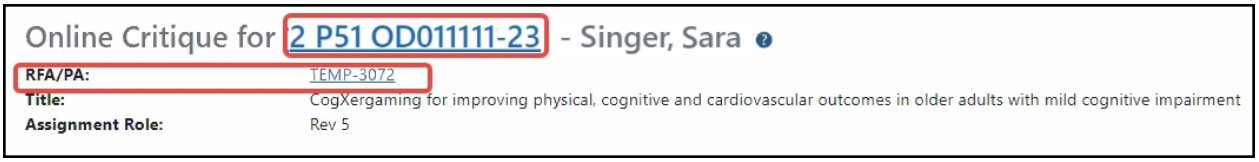
The browser tab label lists the principal investigator (PI) and grant number, as does the floating gray summary box that is always visible at the top of the screen.



In addition, the PI and grant number are always listed at the top of the screen:

Viewing the FOA and Grant Folder

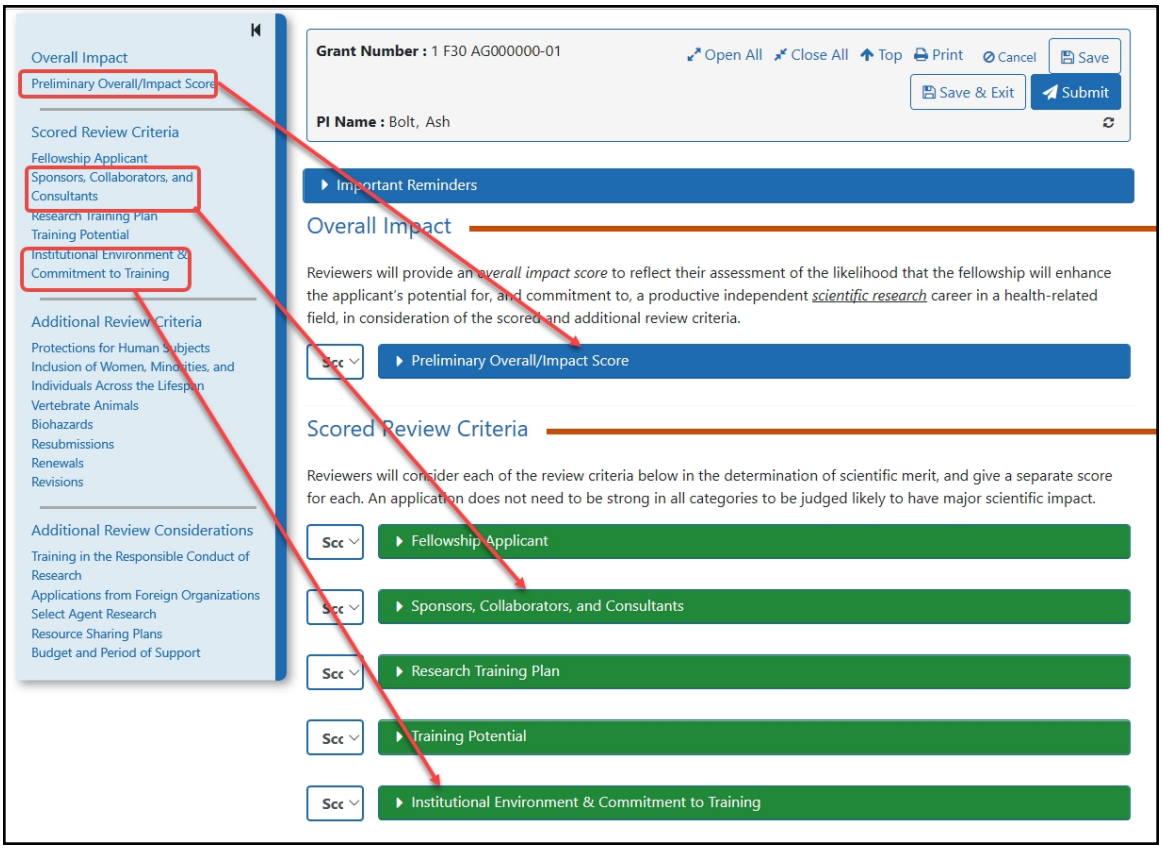
Click the application number link to be taken to the application folder for this application. To view the complete FOA that this application is submitted under, click the RFA/PA link at the top of the Online Critique screen.



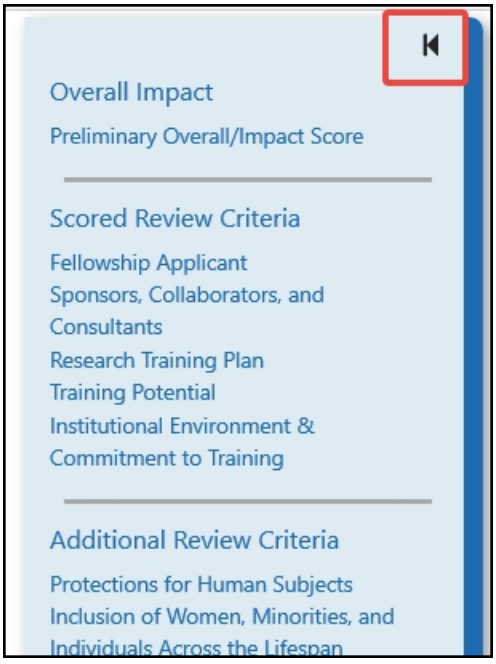
Navigation Pane of Review Criteria

The navigation pane of review criteria on the left is essentially an interactive, clickable table of contents for the critique. These criteria are based on the activity code of the funding opportunity announcement (FOA) and are pulled directly from the Application Review Information section of the FOA. Each review criteria on the left links to the corresponding blue and green bars on the right.

To navigate quickly through areas of the critique, click on the list of review criteria on the left to be taken to the corresponding heading.



If you need more room onscreen to work, you can hide the navigation pane by clicking the back button highlighted in red.

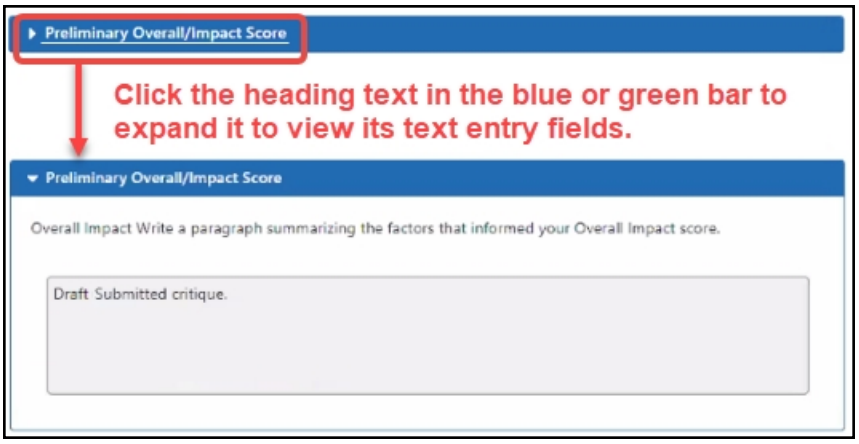


If the navigation pane is hidden, click the forward button shown below to restore it. This button appears at the upper left of the *Online Critiques* screen anytime the navigation pane is hidden.

Blue and Green Critique Criteria Text Entry Areas

When you want to edit a review criteria of the critique, click its name on the blue or green bar to "open" it. The text entry fields or other fields such as radio buttons drop down under the blue or green bar.

The blue and green colors do not have any particular meaning, but are meant as visual cues to show the extent of the section you are in. The section colors alternate between blue and green.



See *Editing in a Critique Text Field* for filling out information under a blue or green heading.

Completing an Online Critique

IMPORTANT: This topic is for Online Critiques only, which is a pilot of new functionality available to a limited subset of reviewers at this time.

Access an online critique from the *List of Applications* or *List of My Assigned Applications* screen. If the application is using online critiques instead of traditional downloadable Microsoft Word templates, then the **Download Zip of All Critiques** link is absent, and the View Template or Critique Templates links do not appear on the *Meeting Materials* or *List of Applications* screens.

The submit link appears in the **Action** column of the *List of Applications* screen, which leads to the *Online Critique* screen where you can enter your feedback on the application. This topic guides you through the workflow of completing a critique from start to finish.

Other topics:

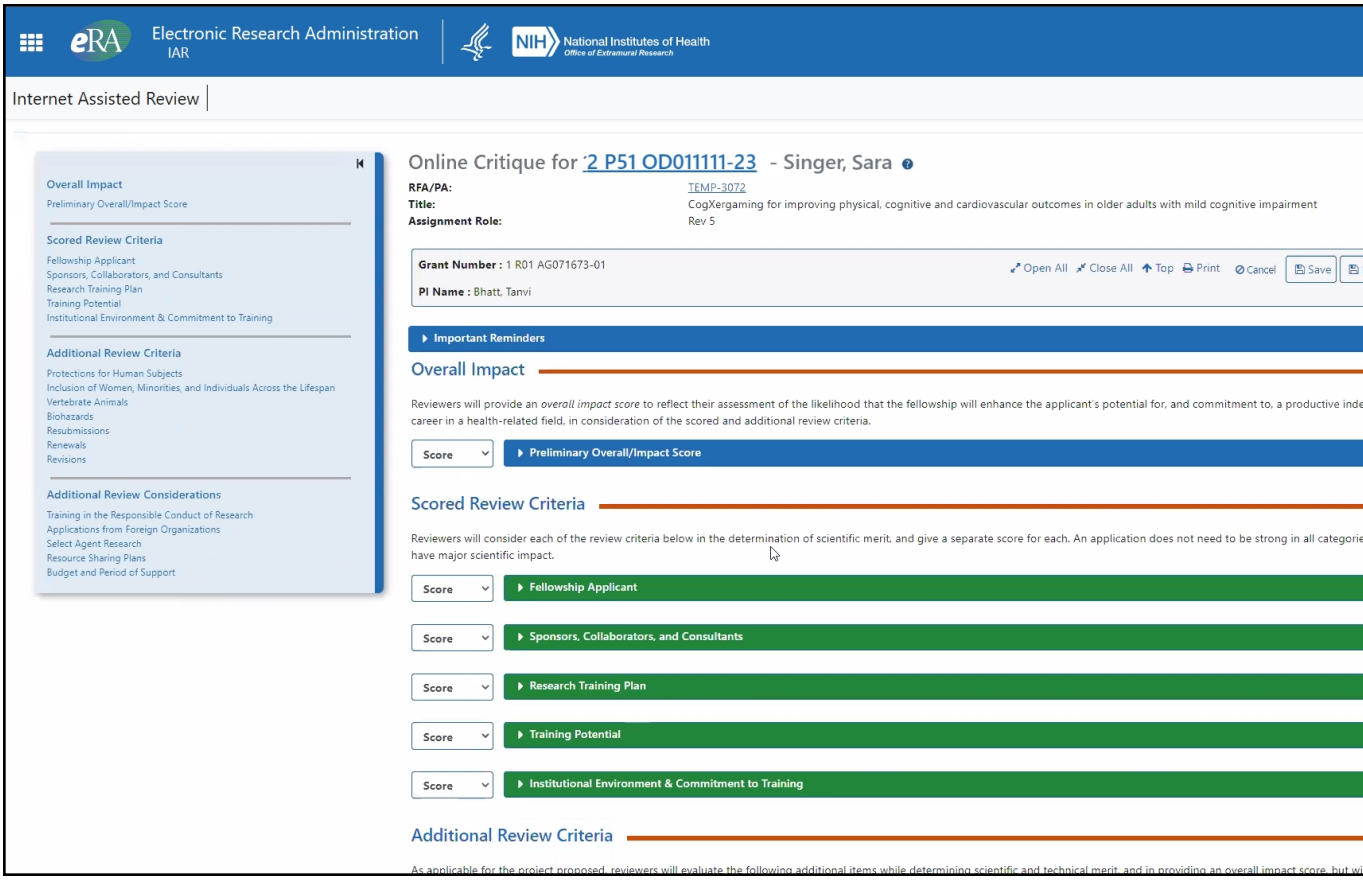
- *Navigating the Online Critique Screen*
- *Submitting an Online Critique*
- *Editing in a Critique Text Field*
- *Saving the Critique to Finish Later*
- *Making Changes to a Critique After Submitting*
- *How Do You Know If You Have Submitted Online Critique?*
- *Deleting an Online Critique*

Opening and Completing the Critique

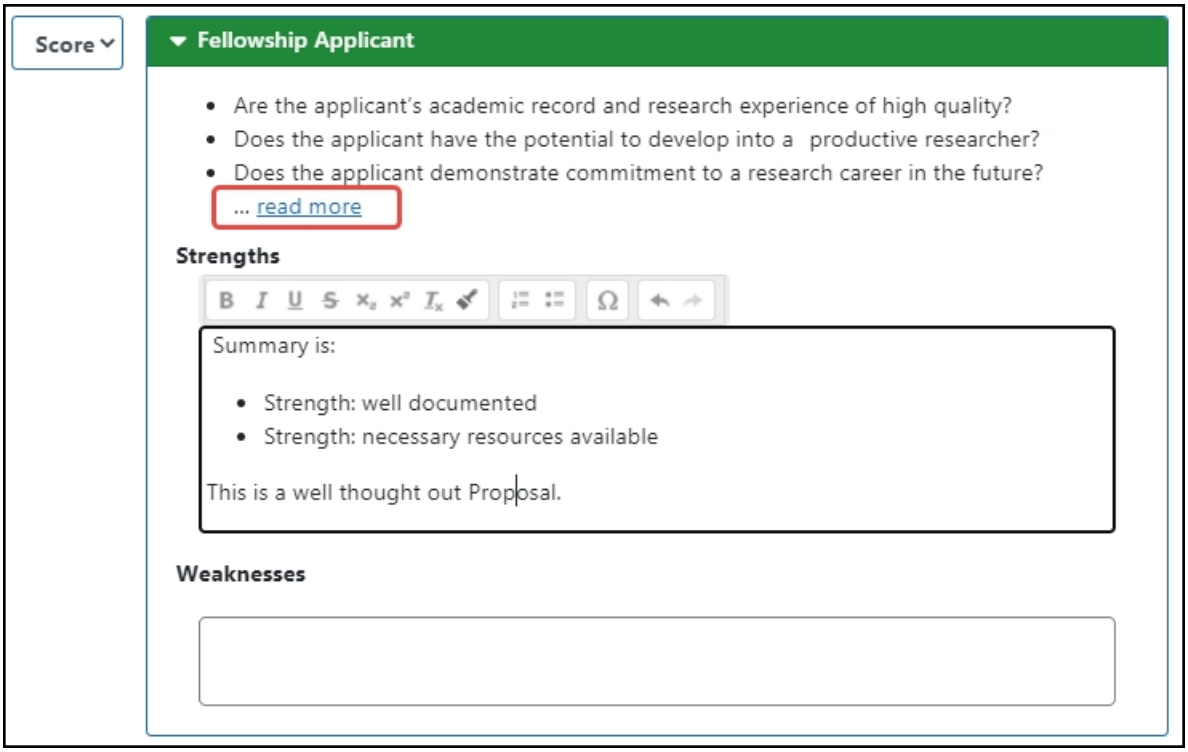
Follow these steps to complete the online critique:

1. Go to the *List of Applications* or *List of My Assigned Applications* screen in Internet Assisted Review.
2. In the **Action** column for the application you are critiquing, click the submit link.

   The Online Critique screen opens.



3. Optionally, review the Important Reminders heading by clicking on the heading text *Important Reminders* in the blue bar. This might contain instructions, set by the SRO, that are relevant for the current meeting.
4. Click the blue or green headers in whatever order suits you and begin filling out the critique. Use the tab key to jump from field to field.



5. For each review criteria, read all guidance at the top of the editing area by clicking the read more link, which shows all available guidance for the criteria item.
6. Select a radio button from each radio button group.
7. Enter your comments in text fields. See *Editing in a Critique Text Field*. As a best practice, to ensure you don't forget a field unintentionally, enter N/A in the field if you have no comments for the field. This will also reduce warnings about empty fields when you submit the critique.
8. If applicable, select scores from the **Score** dropdown menu. See the next section for details.

   After you have completed the critique, you are ready to submit the critique; see *Submitting an Online Critique* below.
   If you don't want to submit at this time, see *Saving the Critique to Finish Later*.

About Scores

NIH and the majority of Operating Divisions (OpDivs) followed the Enhancing Peer Review initiative, characterized by the existence of scored review criteria and a score scale of 1–9. The scored categories differ depending on the Funding Opportunity Announcement (FOA) and activity code of the applications. Reviewers provide separate scores for each category on a scale of 1 to 9, where 1 is exceptional and 9 is poor.

Also see:

- Scoring System and Procedure
- Additional Scoring Guidance for Research Applications
- Additional Scoring Guidance: Applications for Fellowships, Career Awards, and Institutional Training Grants

Editing in a Critique Text Field

When you click in a field, a toolbar appears with formatting tools:

The first six of these are familiar to most users, and are bold, italic, underline, strikethrough, subscript, and superscript. You can hover your cursor over any editing tool to see its name and its keyboard shortcut keys if available.

The less familiar icons are explained below.

	Removes all formatting from selected text.
	Copy Formatting tool. This works like Microsoft Word's Format Painter tool, transferring formatting from one section of text to another section of text. Select the text with the format you want, then click the Copy Formatting tool, then select the text to which you want to apply formatting.
	Numbered List/Bulleted List tools. Bullet or number the selected text.
	Special character tool. Opens a *Select Special Character* window, from which you can choose special characters. While you can copy and paste from other applications to the *Online Critique* screen, special characters might not be rendered correctly in the final critique if you do so. It is recommended that you use the special character editing tool for inserting special characters to ensure correct rendering of special characters.
	Undo and redo tools.

Saving the Critique to Finish Later

IMPORTANT: This topic is for Online Critiques only, which is a pilot of new functionality available to a limited subset of reviewers at this time.

If you are not finished with the critique and want to return to it later:

1. Click **Save & Exit** at the top of the screen to return to the *List of Applications* or *List of My Assigned Applications* screen.
2. Later, when you want to continue working on the critique, click the submit link on the *List of Applications* or *List of My Assigned Applications* screen.

   The critique opens, but it is read-only.
3. Click the **Edit** button and continue recording your responses on the critique form.

Remember to submit your changes using the **Submit** button.

Making Changes to a Critique After Submitting

IMPORTANT: This topic is for Online Critiques only, which is a pilot of new functionality available to a limited subset of reviewers at this time.

After you submit a critique, you can still go back and make changes to it as long as the meeting is still in the Submit or Edit phases.

NOTE: The scientific review officer (SRO) or extramural support assistant (ESA) has the ability to open and edit a critique. Until the SRO/ESA submits the critique, it is locked to the reviewer. This might happen if there is a compelling reason the reviewer is not able to submit the critique. If you enter your critique and the **Edit** button is disabled and you see a message such as the following, contact your SRO for help accessing the critique: *WARNING: This critique has been locked by [SRO NAME]. Please contact your SRO for assistance.* After the SRO/ESA submits, you can view/edit/resubmit if allowed by the meeting phase.

To change your responses on the critique:

1. Go to the *List of Applications* or *List of My Assigned Applications* screen.
2. Click the submit or update link in the **Action** column again.
   The submitted critique opens, which has the SUBMITTED indicator next to the PI name.
3. Click the **Edit** button.

The critique becomes editable, the SUBMITTED indicator changes to UNSUBMITTED DRAFT, and you can start editing it. Keep in mind that you are now editing a draft copy, and the submitted version remains in the system.

To submit your new changes, you must click **Resubmit** after editing, which replaces the submitted version with the new version you just changed.

If you are not ready to resubmit, you can simply save and exit, and two versions now co-exist: the originally submitted version, and the draft copy that you edited but have not yet submitted.

Remember to submit the draft copy later if you want it to become your official submitted version. After you submit the draft copy, it becomes the submitted version, and there is only one copy (the submitted version) saved in the system.

How Do You Know If You Have Submitted Online Critique?

IMPORTANT: This topic is for Online Critiques only, which is a pilot of new functionality available to a limited subset of reviewers at this time.

You can tell you have submitted an online critique in the following ways:

On the List of Applications screen:

If the application has **Submitted Date** and a view link in the **Action** column, the critique has been submitted. The last three columns for the *List of Applications / List of My Assigned Applications* screen are shown below.

Assignment Role	Prelim. Score	Submitted Date	Action	
Rev 5			submit	Not yet started.
Rev 1	1		submit delete	Draft started, but not submitted.
Rev 4	2	08/26/2020 08:31 AM	submit view delete	Submitted on 8/26 at 8:21 AM.

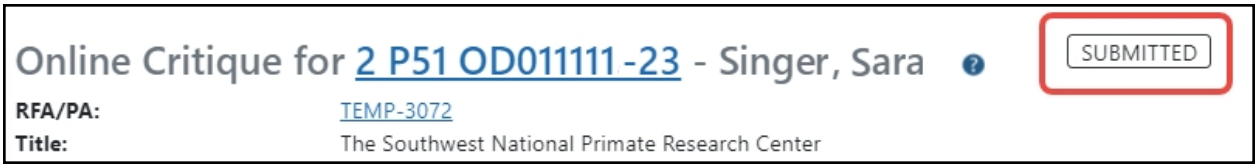
If it has a **Submitted Date**, it has been submitted.

If it lacks a **Submitted Date** and lacks a delete link, no draft is saved, which means it has not been started.

If it lacks a **Submitted Date**, has a number in the **Preliminary Score** column, and has a delete link, it has been started and a draft version is saved. However, it is not yet submitted.

On the Online Critique Screen:

When you open the critique by clicking the submit link on the *List of Applications* / *List of My Assigned Applications* screen, if it has been submitted and has not been edited since submission, you see the word SUBMITTED next to the Principal Investigator name (shown below).



Deleting an Online Critique

IMPORTANT: This topic is for Online Critiques only, which is a pilot of new functionality available to a limited subset of reviewers at this time.

You can delete an online critique from the system. In certain situations, you can have two different versions of an online critique, and you can choose to delete either or both versions; see *Why You Might Have Two Critiques* below. If you only have one version, and you delete that version, you will be left with a blank online critique. You can initiate a delete of an online critique from the *List of Applications* screen or from the *Online Critique* screen.

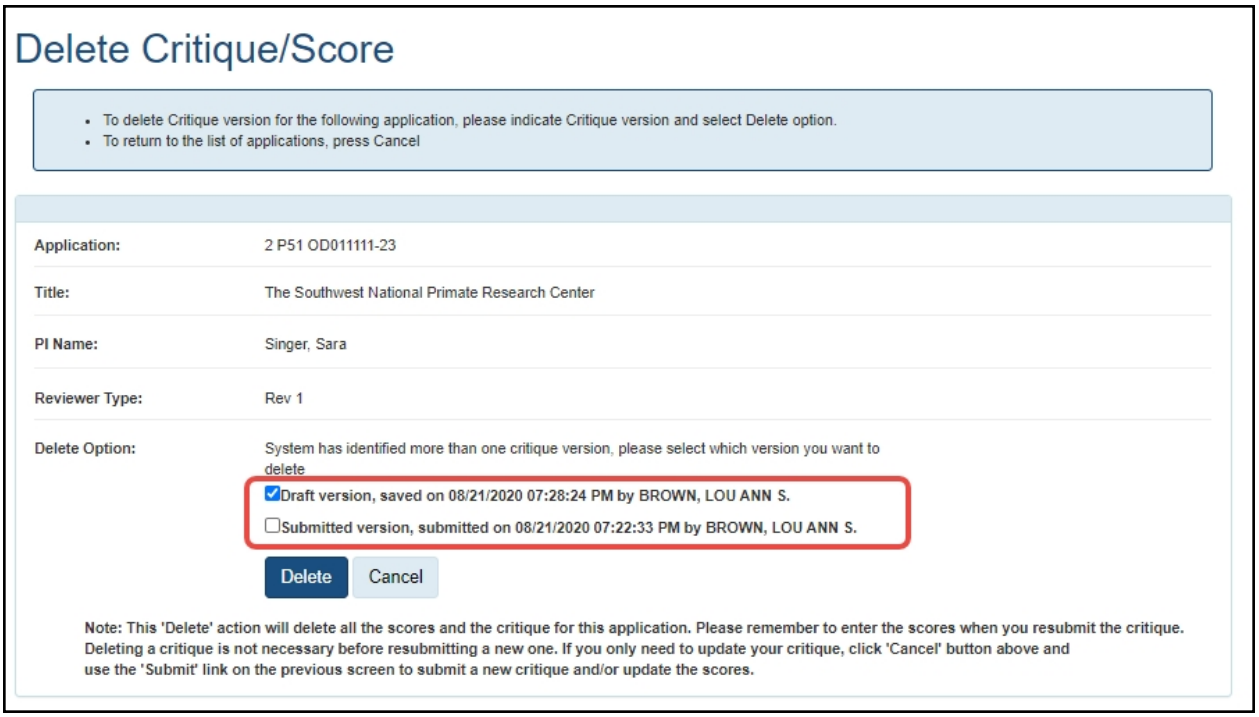
NOTE: You cannot delete a submitted critique in while in the EDIT Phase.

To delete an online critique:

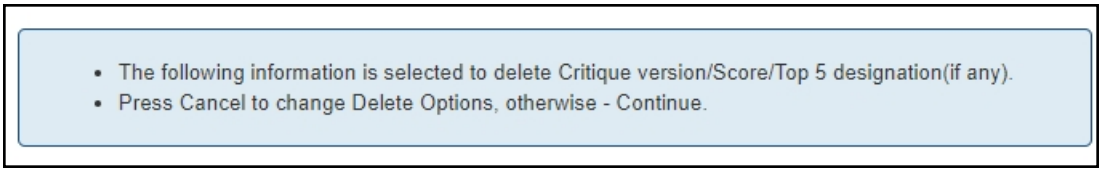
1. Initiate an online critique in one of the following two ways:
   - If you have previously submitted or saved the critique, click the delete link in the **Action** column on the *List of Applications* screen.
   - If you are working in the *Online Critique* screen on a saved or submitted critique, click the **Delete** button in the gray summary box at the top of the screen.

NOTE: The **Delete** button does not appear the first time you access an online critique. To delete a new critique that you just started, you must first **Save & Exit**, then return to the critique, then you can use the **Delete** button to delete it. Alternatively, you can refresh the browser page and then click the **Edit** button to access the **Delete** button.

The *Delete Critique/Score screen* appears, which contains identifying information about the online critique, such as what application it is for and the application's title and principal investigator (PI). The versions that exist are shown below, outlined in red. By default the latest version has its checkbox selected.



2. Mark the checkbox of the critique version(s) that you wish to delete and click the **Delete** button.
3. A second, similar *Delete Critique/Score* screen with the following alert appears:



4. Click the **Continue** button in the second *Delete Critique/Score* screen and the selected critique(s) are deleted.

If you now return to the critique, you see the following:

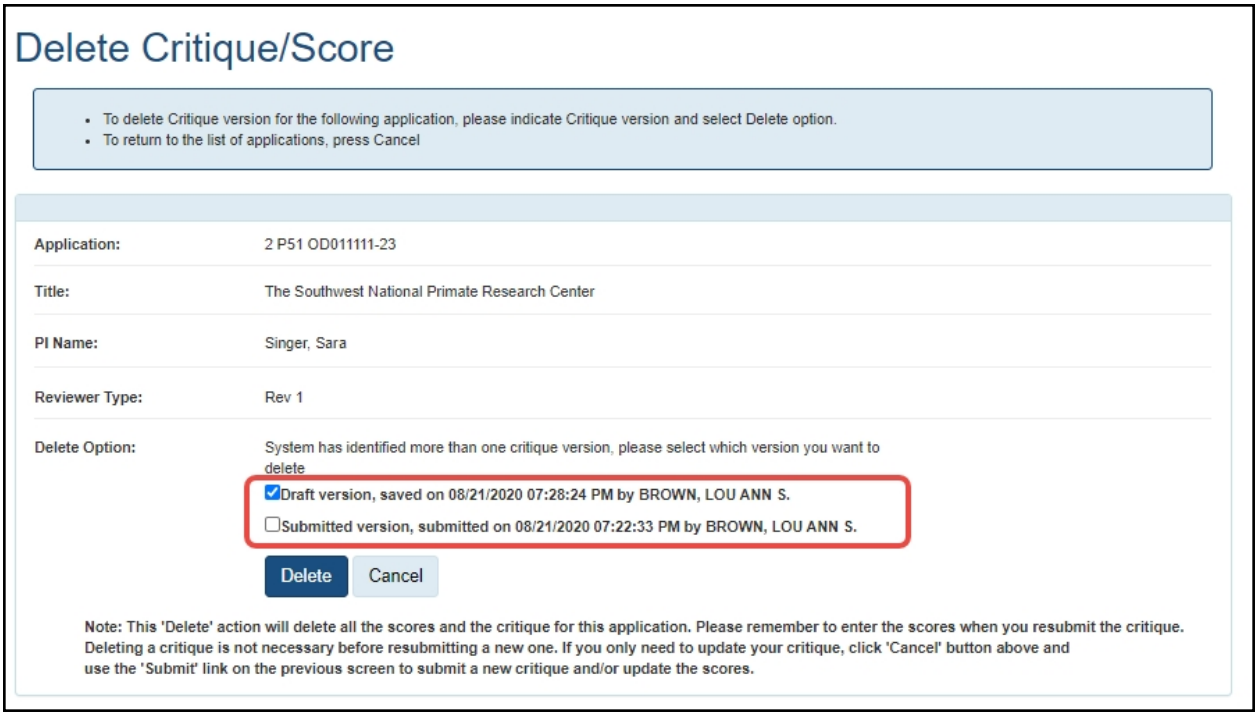
- If you had both a submitted and a draft version, and you delete the **draft**, you see the submitted version.
- If you had both a submitted and a draft version, and you delete the **submitted**, you see the draft version.
- If you had both a submitted and a draft version, and you delete **both**, you see a completely blank online critique.
- If you had only one version to choose from, and you delete it, you see a completely blank online critique.

Why You Might Have Two Critiques

You might have two critiques in the following scenario:

1. You click the submit link on the *List of Applications* screen and fill out a critique, then you click the **Submit** button and submit it.
   You now have a *Submitted version* in the system.
2. You then return to a copy of the submitted application by again clicking the submit link on *List of Applications* screen, then you click the **Edit** button and make changes.
   You now also have a *Draft version* with the new changes.
   The *Submitted version* remains the same as when you last submitted it. At this point, if you want to save your edits in the Draft version, you must click the **Submit** button again in the online critique and submit the draft, which will overwrite the previously submitted version.

If you then click the delete link on the *List of Applications* screen, or the **Delete** button on the *Online Critique* screen, the *Delete Critique/Score* screen appears, and you will see both versions, outlined in red below:



If you just want to see the versions you have and their save date, you can initiate a **Delete**, but click **Cancel** in the above screen without actually deleting anything.

SAMHSA-Only Topics

The collection of topics contained within the SAMHSA-Only Topics group provide steps for completing SAMHSA review meeting activities where these functions are specific to SAMHSA review meeting processes. These are SAMHSA-specific processes; for other steps, please follow the general NIH processes outlined in the online help.

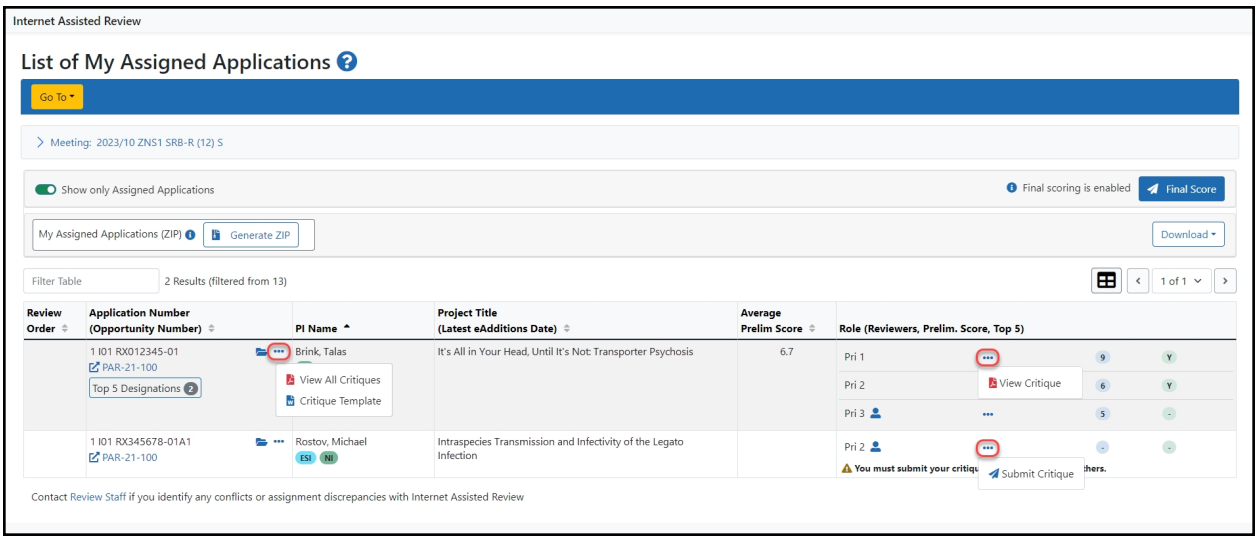
The following link to specific SAMHSA-only topics.

- SAMHSA Meeting: Reviewers' Workflow
- SAMHSA - Confidentiality Agreement
    - SAMHSA - Reviewer is a Lobbyist
    - SAMHSA - Reviewer is NOT a Lobbyist
- SAMHSA - List of All Applications
- SAMHSA - Applying Critiques and Scores
    - Submitting SAMHSA Scores and Critiques
    - SAMHSA - Qualitative Assessment Definitions

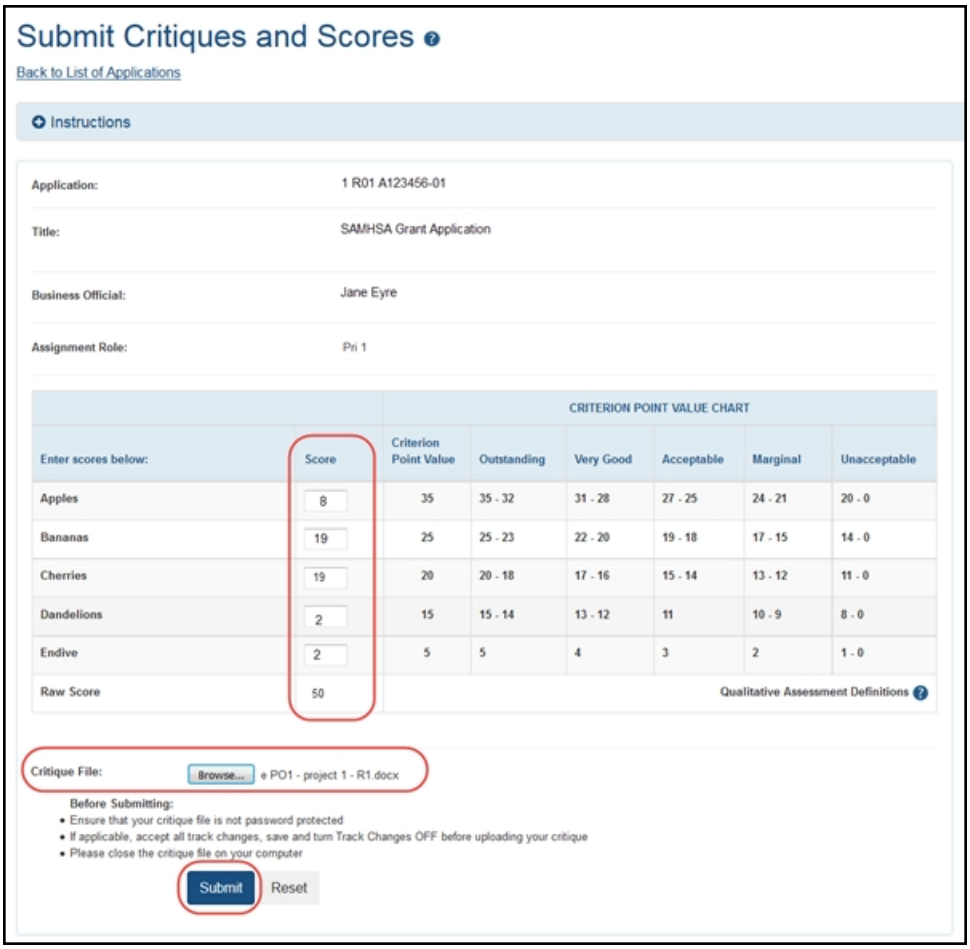
Submitting Scores and Critiques

To submit critiques and scores:

1. Locate the application from the **List of My Assigned Applications** and select the **Submit Critique** link from the three-dot ellipses icon.



The *Submit Critiques and Scores* screen displays for the reviewer. Use the **Back to List of Applications** link if you wish to exit the screen without making changes.



Scores *Applying SAMHSA*

2. *Enter scores:* Enter a score in the corresponding field of the Score column. Scores can range from 0 to the criterion's point value.

Tip: If re-entering scores, you can use the **Reset** button to first clear the criterion fields.

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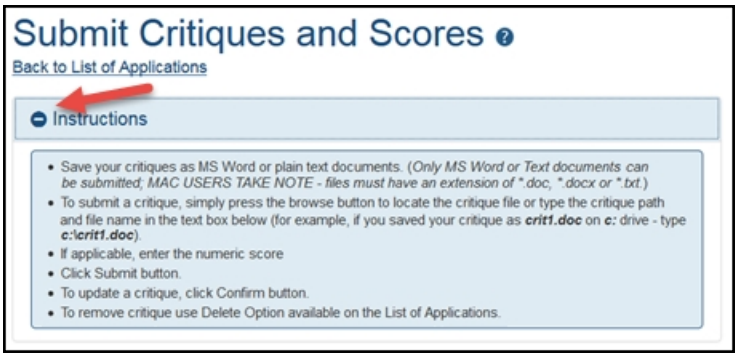
3. *Upload a critique file:* by selecting the **Browse** button, searching for the file and selecting. You can upload MS Word or Text files (.doc, .docx, .txt). Instructions for upload are available in the first accordion on the screen named Instructions. It is collapsed by default but can be expanded by clicking on the horizontal bar.

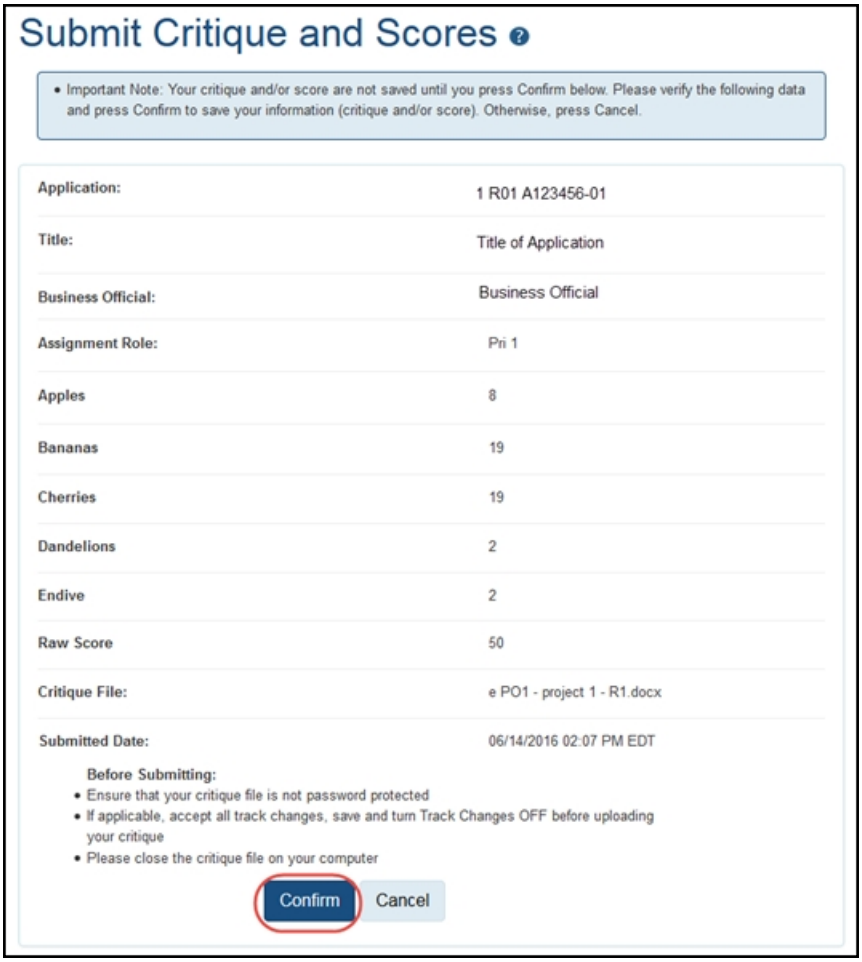


Note: If an uploaded critique already exists, the **View Existing Critique** link displays under the **Browse** button. It opens a PDF version of your assessment of that application.

4. Select the Submit button.

The screen updates to display read-only scores and critique file. This serves as a confirmation to submit the scores and critique. Selecting **Cancel** at this point will cancel the submission.

5. Select the **Confirm** button to continue submitting.



If submitting is successful, the screen updates to display the message *The following information has been successfully submitted:* with the read-only scores and critique file information below it. The **View Existing Critique** link displays below the Critique File field.

If unsuccessful, the screen will display an error message.

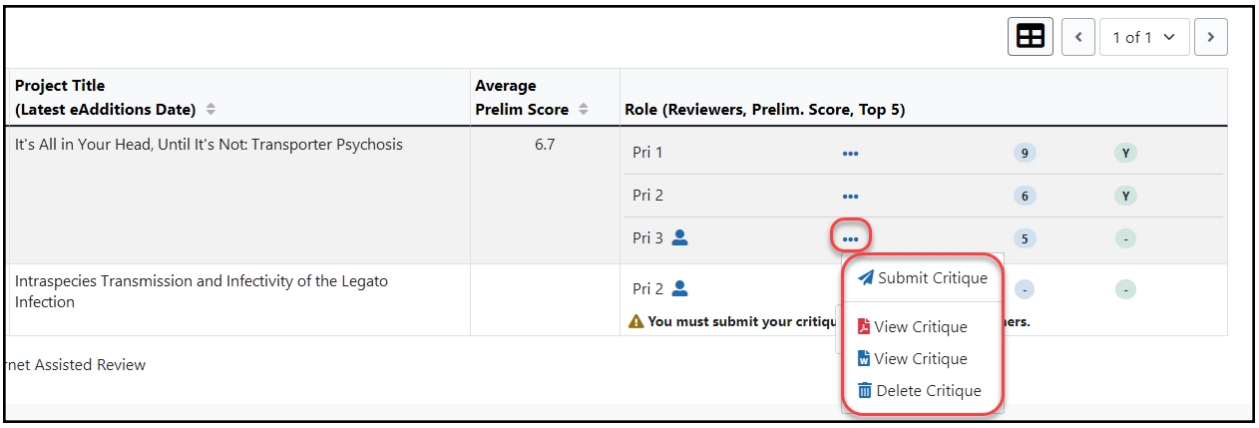
Potential error messages.

- Criterion Score must be less than or equal to the criterion's Point Value
- Critique is required when submitting scores. Please upload a critique file for this application.
- Screen accepts only critique templates file types meeting current system requirements on NIH Submit Critique and Preliminary Score screen (.doc, .docx, .txt and any other file types currently accepted)

- Although you did not enter a score with your critique, you may do so at any time during the Submit phase. Simply click Submit from the List of Applications and enter only your scores. Your previously submitted critique will be retained.
- Critique cannot be processed. Possible cause: file is password protected. Please remove password protection and upload critique again.
- Critique cannot be processed. Possible cause: file is corrupt. Please verify the file can be opened without errors in Microsoft Word. If you continue having problems, please contact the eRA Commons Service Desk.
- Critique cannot be processed. The file you are attempting to upload is OPEN BY ANOTHER APPLICATION. Please close the file and try uploading again
- Critique cannot be processed. Please accept all changes before uploading.
- Critique cannot be processed. Please contact the eRA Commons Service Desk.
- You must select a score for every criterion before you can submit.

6. Select the **Back to List of Applications** link at the top of the screen to exit.

   The reviewer information is updated for the application. Once the critique and scores are submitted, the options in the **Role** column under the three-dot ellipses icon are **Submit Critique** (replaces existing critique), **View Critique** (only if critique exists, in Word or PDF format), and Delete Critique.



SAMHSA Critiques and Scores

The *Submit Critiques and Scores* screen enables SAMHSA reviewers to submit critiques and apply scores to an application during the Submit and Edit phases of the meeting.

SAMHSA's reviewers will score applications based on criteria with point values, depending on the assessment of the application as outstanding through unacceptable. The weights - called **Criterion Point Values** - are a percentage of 100 with the sum of all criteria weights totaling 100.

Reviewers of SAMHSA score applications based on categories called criteria. Each criterion is assigned a point value, which translates to a percentage of 100, and the criteria differ depending on the Funding Opportunity Announcement for which the application was submitted. Reviewers provide scores for each individual criterion not to exceed the criterion's point value.

The criteria are displayed on the screen along with the following:

- Score column for entering each criterion's score
- Criterion Point Value, which represents the max number of points that can be assigned to the criterion
- Criterion Point Value ranges, which indicates the range of value points associated with each qualitative assessment (e.g., Outstanding, Very Good, etc.)

Note: For the definition of the qualitative assessment values, select the '?' next to the Qualitative Assessment Definitions label.

The SAMHSA *Submit Critique and Scores* screen allows Reviewers to:

- see the application information, including number, title, business official, and your assignment role
- view a Criterion Point Value Chart specific to the point values of the application's criteria
- enter criterion scores based on the specific point value of each criterion
- see the current Raw Score
- search and select attach a critique file (i.e., assessment form) from your local device for uploading
- view an attached critique file
- link to the Qualitative Assessment Definitions
- see Important Reminders
- submit critique and scores
- reset the scores

Criterion Scores

A criterion's score must be between 0 (minimum) and its Criterion Point Value as the maximum.

The Criterion Point Value Chart (without half points).

If the total point value for a Review Criterion is:	The point range for Outstanding is:	The point range for Very Good is:	The point range for Acceptable is:	The point range for Marginal is:	The point range for Unacceptable is:
5	5	4	3	2	1-0
10	10-9	8	7	6	5-0
15	15-14	13-12	11	10-9	8-0
20	20-18	17-16	15-14	13-12	11-0
25	25-23	22-20	19-18	17-15	14-0
30	30-27	26-24	23-21	20-18	17-0
35	35-32	31-28	27-25	24-21	20-0
40	40-36	35-32	31-28	27-24	23-0
45	45-41	40-36	35-32	31-27	26-0
50	50-45	44-40	39-35	34-30	29-0
100	100-90	89-80	79-70	69-60	59-0

An explanation of the Quantitative Assessment Definitions can be found here.

SAMHSA - Qualitative Assessment Definitions

Qualitative Assessment	Definition
Outstanding	All criteria are thoroughly addressed, strongly developed, and well-supported. Documentation and required information are specific and comprehensive. Application is extremely strong with insignificant weaknesses. Weaknesses identified will likely have no impact on the successful implementation of the proposed project.
Very Good	Criteria are thoroughly addressed with necessary detail and clearly supported. Documentation and required information are specific and feasible. Application is very strong with only some minor weaknesses. Weaknesses identified will likely have minor impact on the successful implementation of the proposed project.

Acceptable	Criteria are addressed, but do not contain necessary detail and/or support. Most documentation and required information are present and sufficient, although some are deficient or missing. Application has some strengths but with at least one major weakness. Weaknesses identified will likely have moderate impact on the successful implementation of proposed project.
Marginal	Some criteria are addressed, although when addressed, do not contain necessary detail and/or support. Some documentation and required information are missing or deficient. Application has a few strengths and a few major weaknesses. Weaknesses identified will like impact the successful implementation of the proposed project.
Unacceptable	Few, if any, criteria are addressed. Documentation and required information are missing. Application has very few strengths and numerous major weaknesses. Weaknesses identified will likely prevent the successful implementation of the proposed project.

Submitting Scores and Critiques

To submit critiques and scores:

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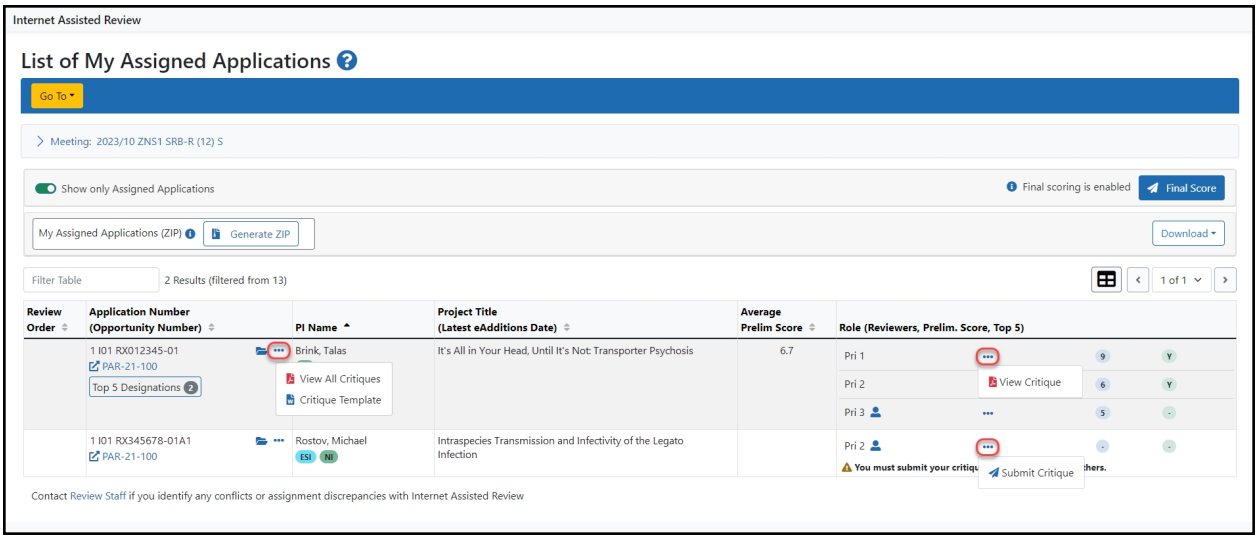

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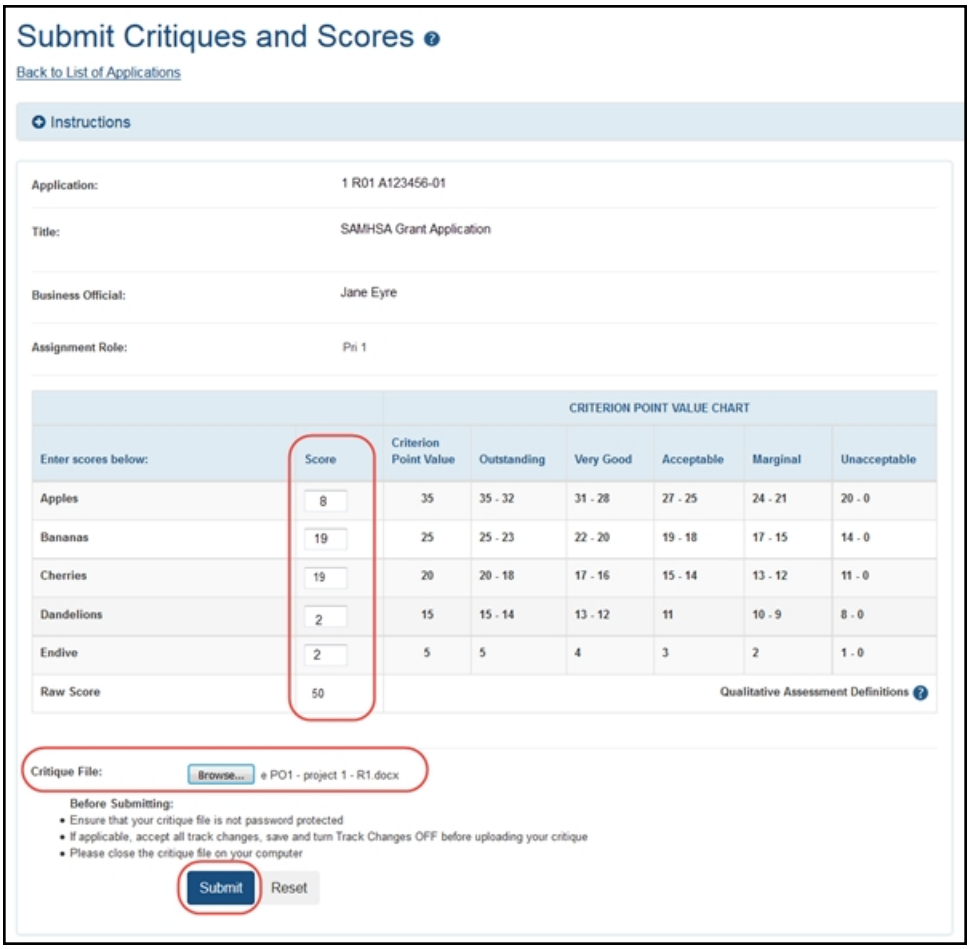

Scores *Applying SAMHSA*

2. *Enter scores:* Enter a score in the corresponding field of the Score column. Scores can range from 0 to the criterion's point value.

Tip: If re-entering scores, you can use the **Reset** button to first clear the criterion fields.

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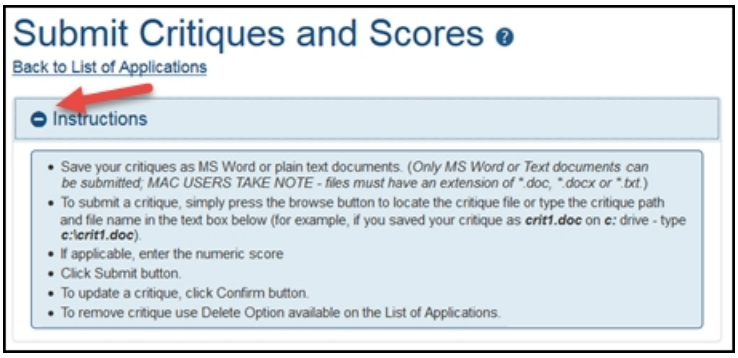
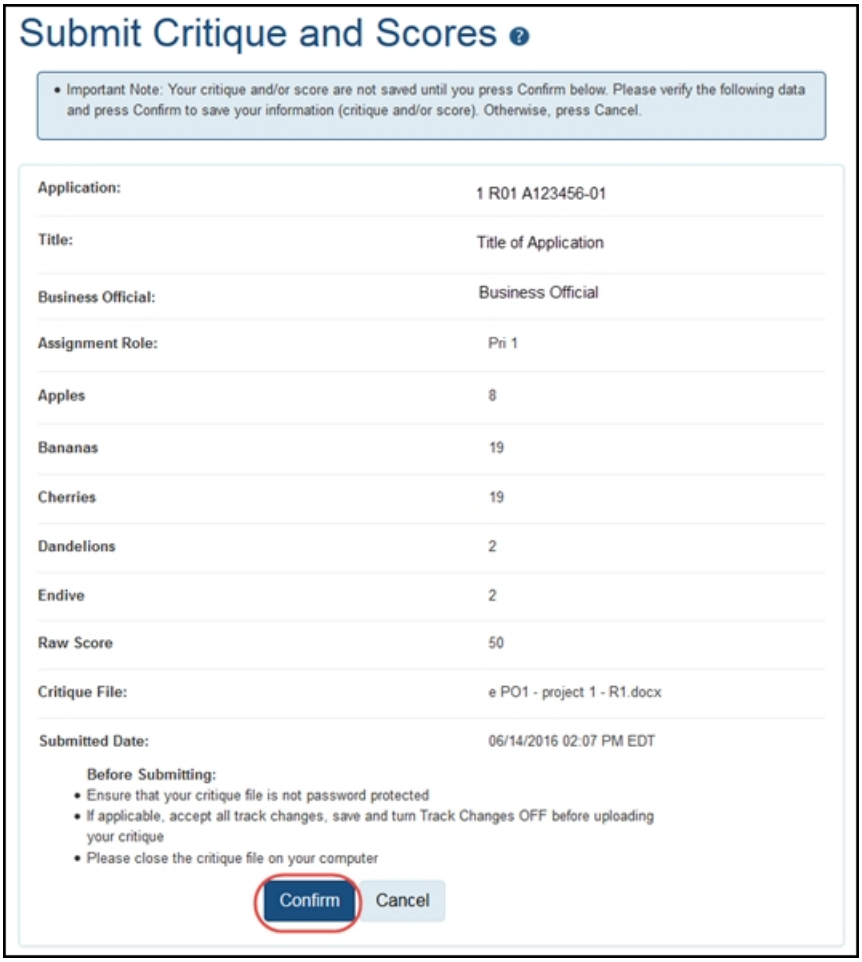


Note: If an uploaded critique already exists, the **View Existing Critique** link displays under the **Browse** button. It opens a PDF version of your assessment of that application.

4. Select the Submit button.

The screen updates to display read-only scores and critique file. This serves as a confirmation to submit the scores and critique. Selecting **Cancel** at this point will cancel the submission.

5. Select the **Confirm** button to continue submitting.



If submitting is successful, the screen updates to display the message *The following information has been successfully submitted:* with the read-only scores and critique file information below it. The **View Existing Critique** link displays below the Critique File field.

If unsuccessful, the screen will display an error message.

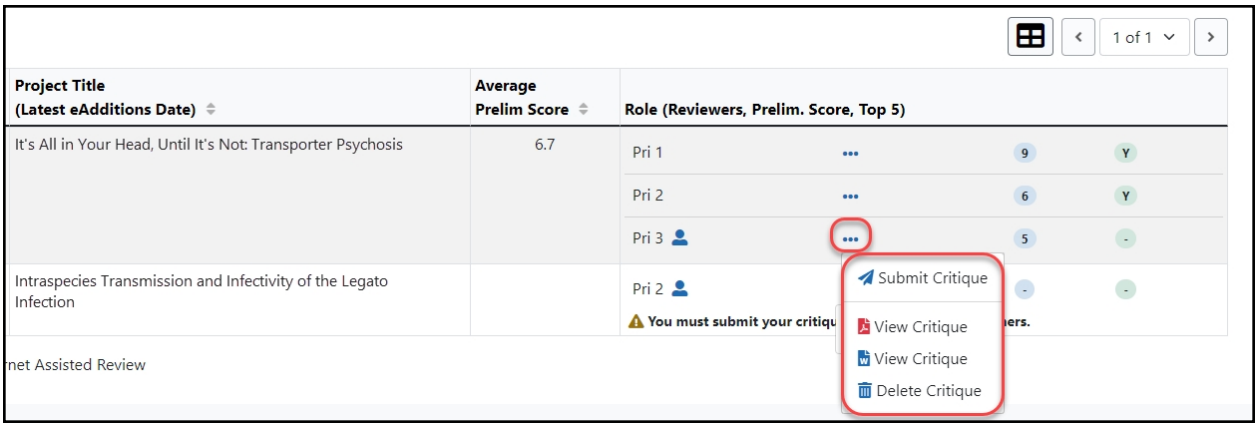
Potential error messages.

- Criterion Score must be less than or equal to the criterion's Point Value
- Critique is required when submitting scores. Please upload a critique file for this application.
- Screen accepts only critique templates file types meeting current system requirements on NIH Submit Critique and Preliminary Score screen (.doc, .docx, .txt and any other file types currently accepted)

- Although you did not enter a score with your critique, you may do so at any time during the Submit phase. Simply click Submit from the List of Applications and enter only your scores. Your previously submitted critique will be retained.
- Critique cannot be processed. Possible cause: file is password protected. Please remove password protection and upload critique again.
- Critique cannot be processed. Possible cause: file is corrupt. Please verify the file can be opened without errors in Microsoft Word. If you continue having problems, please contact the eRA Commons Service Desk.
- Critique cannot be processed. The file you are attempting to upload is OPEN BY ANOTHER APPLICATION. Please close the file and try uploading again
- Critique cannot be processed. Please accept all changes before uploading.
- Critique cannot be processed. Please contact the eRA Commons Service Desk.
- You must select a score for every criterion before you can submit.

6. Select the **Back to List of Applications** link at the top of the screen to exit.

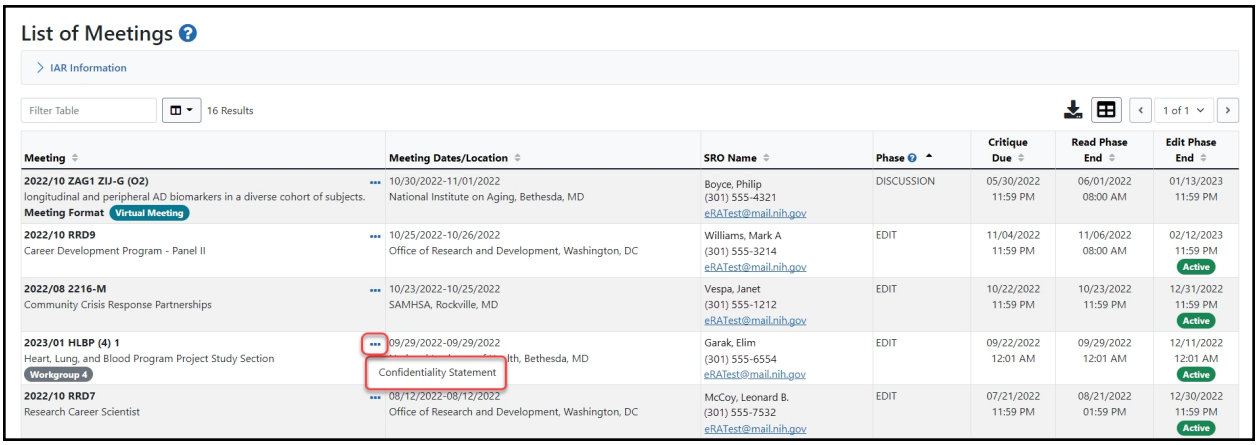
   The reviewer information is updated for the application. Once the critique and scores are submitted, the options in the **Role** column under the three-dot ellipses icon are **Submit Critique** (replaces existing critique), **View Critique** (only if critique exists, in Word or PDF format), and Delete Critique.



Confidentiality Statement

For each meeting for which a reviewer is enabled, IAR checks to determine if the *Confidentiality Agreement* has electronically signed the *Confidentiality Agreement*.

The *Confidentiality Agreement* statement must be signed one time for each meeting, regardless of meeting phase. If the reviewer has not signed the agreement for a particular meeting, the **Confidentiality Statement** link displays in **Meeting** column under the three-dot ellipses icon on *List of Meetings*. This link accesses the *Confidentiality Agreement*.



Note: The **Confidentiality Statement** link only displays if the reviewer has not signed the agreement for the meeting. This link is removed once the agreement is signed.

In IAR, reviewers are required to indicate whether they are federally registered lobbyists before being granted access to a meeting. Office of Management and Budget (OMB) policy requires a ban on the appointment of federally registered lobbyists to federal advisory committees and other boards and commissions. The steps for signing the agreement vary depending on this designation. The *Confidentiality Agreement* explains this process before electronically signing the agreement and gaining access to the meeting.

Reviewer is a Federally Registered Lobbyist

A federally registered lobbyist whose term falls within the dates of a review meeting cannot be granted access to the review meeting. A reviewer's status as a federally registered lobbyist must be indicated on the *Confidentiality Agreement* screen.

To access and sign the *Confidentiality Agreement* and indicate that you ARE a federally registered lobbyist:

1. Select the Confidentiality Statement link from the Action column of the List of Meetings.

The *Confidentiality Agreement* displays. This screen contains the *SAMHSA Confidentiality and Nondisclosure Rules*. Please read the agreement carefully.

Confidentiality Agreement

Meeting: 2016/10 ZRG1 ACE-K (01)

Step A: LOBBYIST STATUS

I am NOT a federally registered lobbyist. **(See Answer A1 at this site:** http://www.gpo.gov/fdsys/pkg/FR-2014-08-13/pdf/2014-19140.pdf)

I am a federally registered lobbyist,**the meeting date falls within my term.**

Step B: CONFIDENTIALITY AGREEMENT

NIH Confidentiality and Nondisclosure Rules:
Information for Reviewers of NIH Grant Applications and R&D Contract Proposals

Rules related to the confidentiality of information disclosed to advisory committee members in the course of NIH peer review ***prohibit*** a peer reviewer serving on an NIH peer review committee from, among other actions:

- Sharing applications, proposals, or meeting materials with anyone who has not been officially designated to participate in the peer review meeting, including but not limited to colleagues, lab members, fellows, students, applicants, offerors or employees of an offeror.
- Granting anyone who has not been officially designated to participate in the peer review process access to any NIH secure computer system or advisory committee meeting using his or her password or credentials, or through shared communication.
- Disclosing, in any manner, information about the committee deliberations, discussions, evaluations, or documents to anyone who has not been officially designated to participate in the peer review meeting, including but not limited to a colleague, lab member, fellow, student, applicant, offeror or employee of an offeror.
- Disclosing, in any manner, information about the committee deliberations, discussions, or evaluations related to an application or proposal to another member who has declared a real or apparent conflict of interest (consistent with the NIH peer review regulations at 42 CFR 52h) with that application or proposal.
- Using information contained in an application or proposal for his/her personal benefit or making such information available for the personal benefit of any other individual or organization.
- Disclosing procurement information prior to the award of a contract.
- Participating in NIH peer review without signing a confidentiality certification, below.

The NIH may take steps in response to a violation of the above rules, in order to preserve the integrity of the NIH review process. Depending on the specific circumstances, such steps may include but not be limited to:

- Notifying or requesting information from a reviewer's institution.
- Terminating a reviewer's service.
- Notifying the NIH Office of Management Assessment (OMA) with possible referral to the U.S. Department of Health and Human Services Office of Inspector General (OIG).
- Pursuing a referral for government-wide suspension or debarment.

Certification

I certify that I have read, and understand, the "NIH Confidentiality and Non-Disclosure Rules: Information for Reviewers" above. With the understanding that any materially false, fictitious, or fraudulent statement or representation may subject me to criminal, civil, or administrative penalties (18 USC 1001), I certify that I fully understand the confidential nature of the NIH peer review process, including reviewer recruitment, and agree:

(1) to destroy, delete, and/or return all materials related to applications or proposals, associated materials made available to reviewers, information and materials related to the recruitment process and reviews, reviewers' evaluations, and discussions during review meetings;
(2) not to grant anyone who has not been officially designated to participate in the peer review meeting access to any NIH secure computer system or peer review meeting;
(3) not to disclose or discuss the applications or proposals, associated materials made available to reviewers, information and materials related to the recruitment process and reviews, reviewers' evaluations, and discussions during review meetings with any other individual except as authorized by the Scientific Review Officer (SRO) or other designated NIH official;
(4) not to disclose information about the committee deliberations, discussions, or evaluations related to an application or proposal to another member who has declared a real or apparent conflict of interest (consistent with the NIH peer review regulations at 42 CFR 52h) with that application or proposal;
(5) not to use information contained in an application or proposal for my personal benefit or make such information available for the personal benefit of any other individual or organization;
(6) not to disclose procurement information prior to the award of a contract; and
(7) to refer all inquiries concerning the recruitment or review, including inquiries related to these Confidentiality and Nondisclosure Rules and/or Certification, to the SRO or other designated NIH official.

I agree | Cancel

2. Select the radio button indicating **I am a federally registered lobbyist, the meeting date falls within my term.**

3. Click the **I agree** button at the bottom of the screen.

   The *Registered Lobbyist Verification* screen displays. This screen shows that you have indicated that you are a federally registered lobbyist and explains the purpose for requesting the lobbyist status of reviewers. The screen provides a link for accessing additional information on this topic.

   The *Registered Lobbyist Verification* screen also provides a chance to confirm or cancel this designation.

Registered Lobbyist Verification

Meeting: 2016/10 SAMS-1 (01)

On June 18, 2010, President Barack Obama issued a Presidential Memorandum announcing a continued commitment to reduce the influence of special interests by keeping federal advisory committees and boards free of federally registered lobbyists. The Office of Management and Budget (OMB) was directed to issue final guidance to implement this directive following a public comment period. On October 5, 2011, OMB published "Final Guidance on Appointment of Lobbyists to Federal Boards and Commissions." The prohibition on the appointment of federal registered lobbyists applies to appointments and re-appointments made after June 18, 2010.

You have designated that you are a federally registered lobbyist (See Answers A1 at this site: http://www.gpo.gov/fdsys/pkg/FR-2014-08-13/pdf/2014-19140.pdf **)**

If this is correct, select Confirm/Continue below. You will not be able to participate as a reviewer for this meeting and your access to this meeting in IAR will be removed.

Confirm/Continue

If this is incorrect,choose Cancel/Return below. You will be given an opportunity to correct your designation.

Cancel/Return

Note: Once you have indicated your status as a federally registered lobbyist, you will be denied access to the meeting. You will not have the ability to reverse the status yourself. If you mistakenly designate yourself as a federally registered lobbyist, you must contact the eRA Service Desk for assistance.

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4. *Only if you have accessed this screen and are NOT a federally registered lobbyist:* Select the **Cancel/Return** button to return to the *List of Meetings* screen. Refer to the section of this document titled *Reviewer is Not a Federally Registered Lobbyist* on Page 40 to continue.

5. *Only if you want to continue to confirm your status as a federally registered lobbyist:* Select the **Confirm/ Continue** button.

   The *List of Meetings* screen returns, displaying *Access Denied: Federally Registered Lobbyist* in the **Meeting** column. The Review Administrator receives an email whenever a potential reviewer designates himself as a federal lobbyist; however, it is a good idea to contact the Review Administrator directly in this situation.

List of Meetings

IAR Information

Filter Table | 16 Results | 1 of 1

Meeting	Meeting Dates/Location	SRO Name	Phase	Critique Due	Read Phase End	Edit Phase End
2022/10 ZAG1 ZIJ-G (O2) longitudinal and peripheral AD biomarkers in a diverse cohort of subjects. Meeting Format Virtual Meeting	10/30/2022-11/01/2022 National Institute on Aging, Bethesda, MD	Boyce, Philip (301) 555-4321 eRATest@mail.nih.gov	DISCUSSION	05/30/2022 11:59 PM	06/01/2022 08:00 AM	01/13/2023 11:59 PM
2022/10 RRD9 Career Development Program - Panel II	10/25/2022-10/26/2022 Office of Research and Development, Washington, DC	Williams, Mark A (301) 555-3214 eRATest@mail.nih.gov	EDIT	11/04/2022 11:59 PM	11/06/2022 08:00 AM	02/12/2023 11:59 PM Active
2022/08 2216-M Community Crisis Response Partnerships	10/23/2022-10/25/2022 SAMHSA, Rockville, MD	Vespa, Janet (301) 555-1212 eRATest@mail.nih.gov	EDIT	10/22/2022 11:59 PM	10/23/2022 11:59 PM	12/31/2022 11:59 PM Active
2023/01 HLBP (4) 1 Heart, Lung, and Blood Program Project Study Section Access Denied: Federally Registered Lobbyist	09/29/2022-09/29/2022 National Institutes of Health, Bethesda, MD	Garak, Elim (301) 555-6554 eRATest@mail.nih.gov	EDIT	09/22/2022 12:01 AM	09/29/2022 12:01 AM	12/11/2022 12:01 AM Active
2022/10 RRD7 Research Career Scientist	08/12/2022-08/12/2022 Office of Research and Development, Washington, DC	McCoy, Leonard B. (301) 555-7532 eRATest@mail.nih.gov	EDIT	07/21/2022 11:59 PM	08/21/2022 01:59 PM	12/30/2022 11:59 PM Active

Reviewer is Not a Federally Registered Lobbyist

To access and sign the *Confidentiality Agreement* and indicate that you are NOT a federally registered lobbyist:

1. Select the **Confidentiality Statement** link from the three-dot ellipses icon menu in the **Meeting** column on the *List of Meetings*.

The *Confidentiality Agreement* displays. This screen contains the *SAMHSA Confidentiality and Non-Disclosure Rules*. Please read the agreement carefully.

1. Select the radio button indicating **I am NOT a federally registered lobbyist.**
2. Click the **I agree** button at the bottom of the screen.

The *List of Meetings* screen returns with the **Action** links appropriate for the meeting.

Electronic Research Administration
IAR
National Institutes of Health
Office of Extramural Research

Internet Assisted Review

Confidentiality Agreement

Meeting: 2022/05 ZORG BLYB-R(01)

Step A: LOBBYIST STATUS

- I am NOT a federally registered lobbyist (https://ofacp.od.nih.gov/pdfs/Ban-on-Lobbyists-OFACP-Policy-2017.pdf)
- I am a federally registered lobbyist, **the meeting date falls within my term**

Step B: CONFIDENTIALITY AGREEMENT

Security, Confidentiality, and Nondisclosure Agreement:
Reviewers of NIH Grant Applications and R&D Contract Proposals

With the understanding that any materially false, fictitious, or fraudulent statement or representation may subject me to criminal, civil, or administrative penalties (18 USC 1001), I certify that I fully understand the confidential nature of the NIH peer review process and possible consequences for breaches of confidentiality, and agree:

- Not to share or assist in the sharing of government-issued login credentials and/or passwords with, or grant access to, or assist any individual, organization, or other entity gain access to, a secure government computer system used to support the NIH peer review process.
- Not to engage in unauthorized or improper use of these systems, data or information contained therein, including communicating, delivering, transmitting, or causing to be communicated, delivered, or transmitted, or attempting to communicate, deliver, transmit or cause to be communicated, delivered or transmitted to any person not entitled to receive such information;
- To destroy, delete, and/or return the grant applications, R&D contract proposals, and associated confidential information to the Designated Federal Officer (DFO) in charge of the review meeting;
- Not to disclose, transmit, or discuss the grant applications, R&D contract proposals, and associated confidential information with any other individual (including but not limited to colleagues, lab members, fellows, students, applicants, offerors or employees of an offeror), through any communication channel (including social media) except as authorized by the DFO or other designated NIH official;
- Not to disclose, in any manner, information about the committee deliberations, discussions, evaluations, or documents to anyone (including but not limited to a colleague, lab member, fellow, student, applicant, offeror or employee of an offeror), through any communication channel (including social media) other than as authorized during the peer review meeting.
- Not to disclose, transmit or discuss confidential information pertaining to an application or proposal to/with another member who has declared a real or apparent conflict of interest (consistent with the NIH peer review regulations at 42 CFR 52h) with that application or proposal;
- Not to record or transcribe committee deliberations, discussions, evaluations, or documents;
- Not to use information contained in a grant application or R&D contract proposal for my personal benefit or make such information available for the personal benefit of any other individual, organization, or entity;
- Not to disclose or transmit procurement information prior to the award of a contract (i.e., contractor bid or proposal information or source selection information as defined in 48 CFR 2.101; 3.104-1(a)) prior to the award of a contract (see 48 CFR 3.104-3(a)); and
- To refer all inquiries concerning the recruitment or review, including inquiries related to these Security, Confidentiality and Nondisclosure Rules and/or Certification, to the DFO or other designated NIH official.

I understand that confidential information related to NIH peer review includes but is not limited to grant applications, R&D contract proposals, and data and information contained therein; other materials made available to me as an NIH reviewer; information and materials related to the reviewer recruitment process and reviews; individual reviewer assignments, conflicts of interest, and evaluations including scores and written critiques; and discussions and notes taken during review meetings.

I understand that the NIH may take steps in response to a violation of the above rules, in order to preserve the integrity of the NIH review process. Depending on the specific circumstances, such steps may include but are not limited to:

- Notifying or requesting information from my institution.
- Terminating my review service.
- Deferring or withdrawing an application submitted by my institution.
- Terminating grants, cooperative agreements, fellowships or R&D contract awards to my institution.
- Notifying the NIH Office of Management Assessment (OMA) and other appropriate Department officials for review of the matter in accordance with applicable law, with possible referral to the U.S. Department of Health and Human Services Office of Inspector General (OIG).
- Pursuing a referral for government-wide suspension or debarment.
- Notifying other, appropriate Federal agencies.

Cancel | I Agree

SAMHSA - List of My Assigned Applications

The *List of Applications* screen lets reviewers view information about the applications in the meeting and provides access to such actions as submitting and viewing scores and critiques. The information shown on this page is customized based on the current meeting phase and on the meeting permissions set by the SRA. Available information also varies depending on the reviewer type and a reviewer's conflicts of interest.

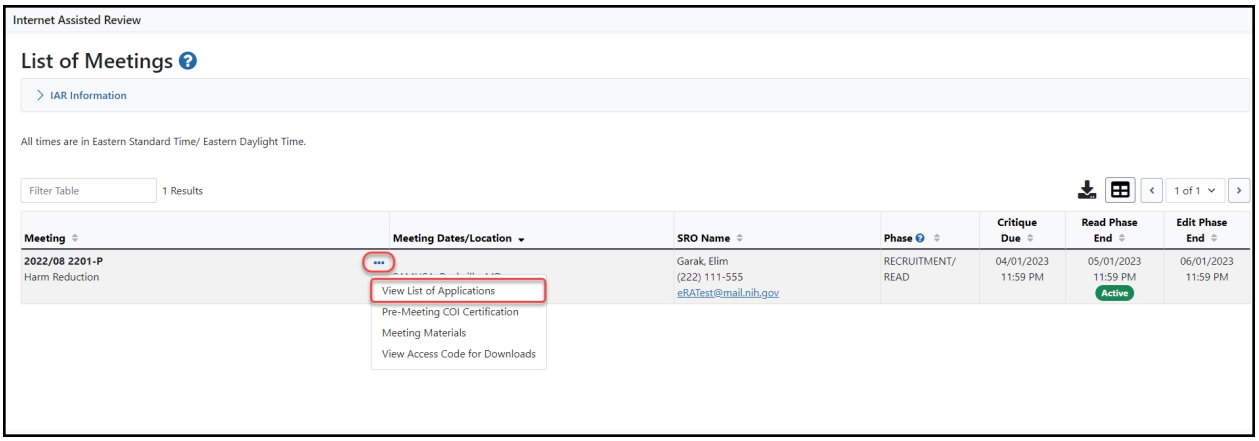
Accessing the List of My Assigned Applications Screen

To access the *List of Applications* after signing the confidentiality agreement (refer to SAMHSA Confidentiality Agreement):

1. Log into eRA Commons and select **the Internet Assisted Review** tab.

The List of Meetings screen displays. If accessible, the **View List of Applications** link is displayed in the **Meeting**column by clicking the three-dot ellipses icon.

2. Select the **View List of Applications** link.



By default, the applications screen initially shows only the applications assigned to the reviewer; however, in later phases of the meeting, IAR provides access via this screen for viewing all applications in the meeting if the SRO* has opened the meeting for unassigned critiques. To view all applications in the meeting, toggle the Show only Assigned Applications switch to off.

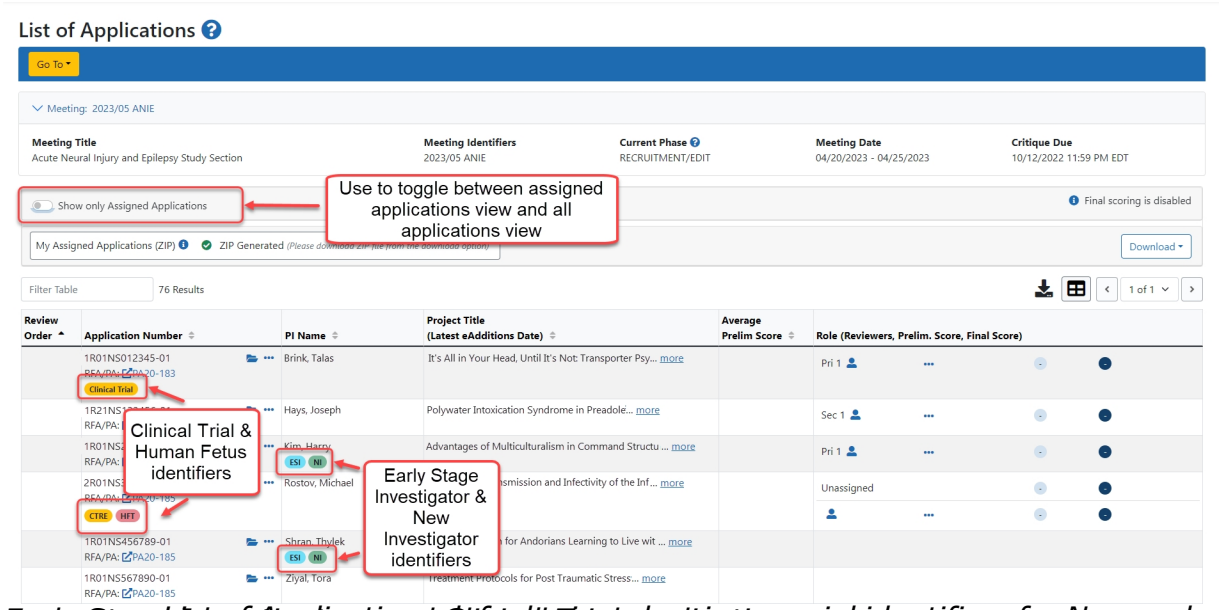
Both views display information for the applications in the meeting. The meeting title, identifier, and phase as well as meeting dates and critique dates display above the list of applications.

Below this information are links for **View Critique Options**, and **List Application Options**, which vary from phase to phase.

The *List of Applications* table lists applications with columns on information for **Review Order**; **Application Number** (including the associated RFA/PA), which can include special identifiers for **Clinical Trial**, **CTRE** (Clinical Trial Research Experience) and **HFT** (Human Fetal Tissue); **PI Name** which can include **ESI** and **NI** (Early Stage Investigator and New Investigator) status identifiers; **Project Title**, which can include **Latest eAddition Date** link; **Average Preliminary Score**; **Role** column which, depending on the phase in the review process, can show Reviewer, Prelim. Score, and Final Score. Available actions for review are accessed by clicking the three-dot ellipses icon.

For Type 3 competitive applications linked to a Notice of Special Interest (NOSI), a link to that NOSI appears in the **Application Number** column.

You can sort any column where an ascending/descending icon ( ) is shown. Clicking the icon will first sort the column in an ascending order,



Early Stage Investigator and Clinical Trial applications

List of Applications screen showing special identifiers for New and

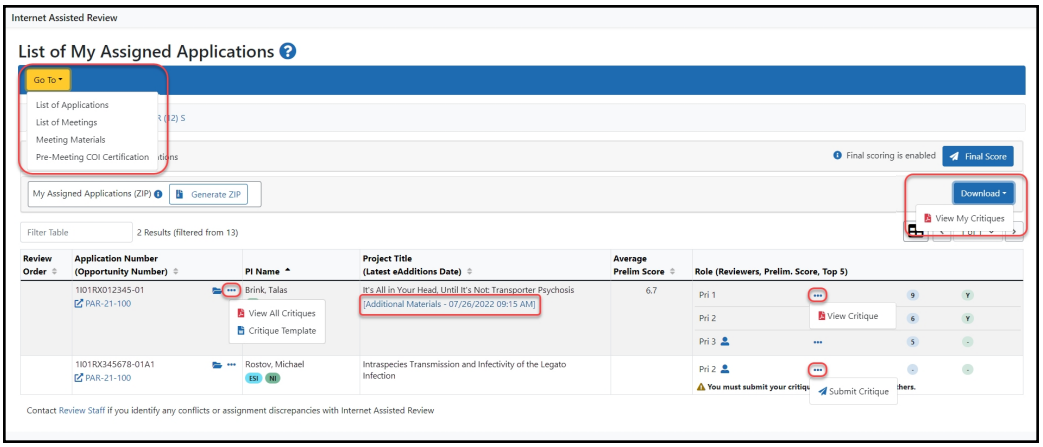
The application number is displayed as a hyperlink. Selecting this link opens the application Grant Folder, from which several other options are available for viewing including the e-application, prior summary statements (if existing), and any e-additions that have been added for the application.

Available actions accessed by clicking the three-dot ellipses icon include **Submit Critique**, **View Critique**, and **Delete Critique** depending on whether a reviewer is allowed to submit or has already submitted a critique.

The **Assignment Role** for an application displays a red COI identifier if the reviewer has a conflict of interest with personnel of the application. Links for submitting, viewing, and deleting critiques are not displayed for these applications. In addition, the existence of a specific type of conflict (CD Conflict) will suppress the link to the application's Grant Folder.

The *List of Applications* screen provides access to the tools necessary for completing tasks in each phase. As such, the look and functionality of this screen may vary depending on a reviewer's role and the current meeting phase.

The following links display on the List of All Applications screen regardless of the current meeting phase:



List All Applications

Updates the screen to show all the applications in the meeting, regardless of the current reviewer's assignments. This is not available for Mail reviewers and reviewers blocked by the SRO from viewing others' critiques before submitting their own. The yellow triangle ( ) icon next to the link indicates that this is the current view.

List of Meetings

Returns the user to the *List of Meetings* screen.

Show only Assigned Applications toggle

Updates the screen to show only the applications assigned to the reviewer. This is the default view of the screen. The yellow triangle ( ) icon next to the link indicates that this is the current view.

View My Critiques / View All Critiques for Assigned Applications

Opens a PDF document containing all of a reviewer's preliminary critiques and scores.

Additional Materials

The Additional Materials link displays within the Title column (beneath the application title) if the application has at least one eAddition in its Grant Folder. The link opens the Additions for Review section of the Grant Folder.

Additions for Review

Document Event Log

Filter Table 2 Results 1 of 1

Group	Document	Date
RX012345-01A2		
Other	Proof of Nonprofit status Certificate of Exemption	Tue Jul 26 09:15:49 EDT 2022
Other	Proof of Nonprofit status IRS Letter	Tue Jul 26 09:14:41 EDT 2022

Tip: To keep track of any additional material added without checking back every time, simply look for the date displayed within the link. This represents the Latest eAdditions Date.

Final Score Sheet (button)

This button is not applicable to SAMHSA users.

Tip: *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

SAMHSA Meeting - Reviewers' Workflow

Reviewers attending SAMHSA's initial review group meetings have responsibilities before, during, and after the meeting, spanning the different phases of the meeting. The following outlines a high level process for a SAMHSA meeting reviewer and the links to the appropriate online help topic.

- Create an eRA Commons account to access IAR
- Access the IAR List of Meetings screen
- Electronically sign the Confidentiality Agreement and indicate Federal lobbyist status
- Find review-related materials, such as review guidelines, rosters, etc.
- Access the applications
- Submit critiques and scores
- Read other reviewers' critiques
- Edit critiques and scores

Refer to these other SAMHSA-specific help topics for more information:

- SAMHSA - Confidentiality Agreement
    - SAMHSA - Reviewer is a Lobbyist
    - SAMHSA - Reviewer is NOT a Lobbyist
- SAMHSA - List of All Applications

- SAMHSA - Applying Critiques and Scores
    - Submitting SAMHSA Scores and Critiques
    - SAMHSA - Qualitative Assessment Definitions

Virtual Meeting

Overview

Virtual Meetings are designed to enable reviewers to participate in the review process without the need to travel to a common geographic meeting location.

The VM-specific phases (see Phases and Options) will only appear for meetings that are coded as Virtual.

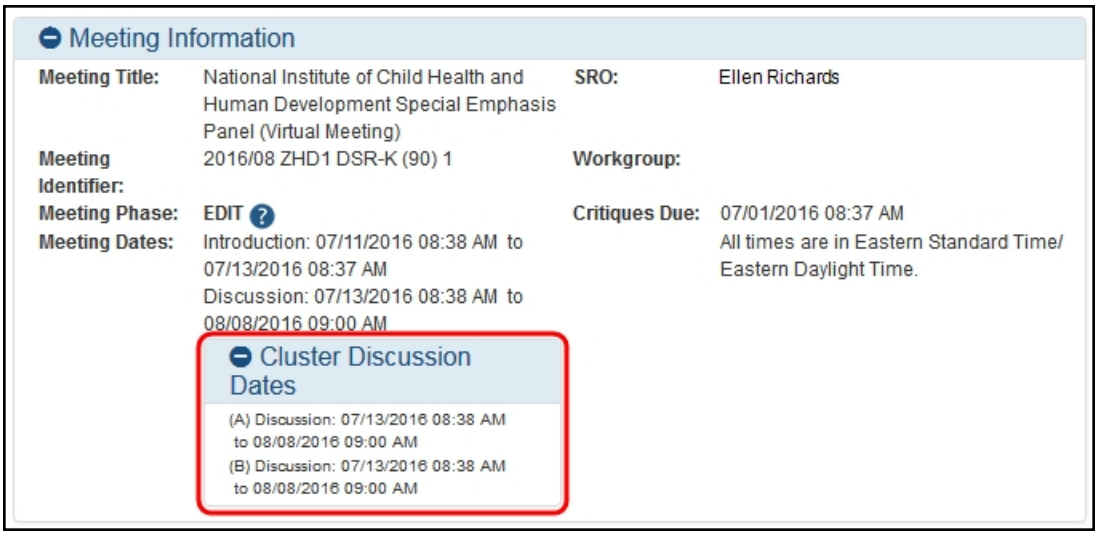
Additionally, VM-specific pages (Announcements, Manage Topics, VM List of Applications, VM Discussion Dashboard, etc.) will also only appear for meetings coded as Virtual.

Phases & Options

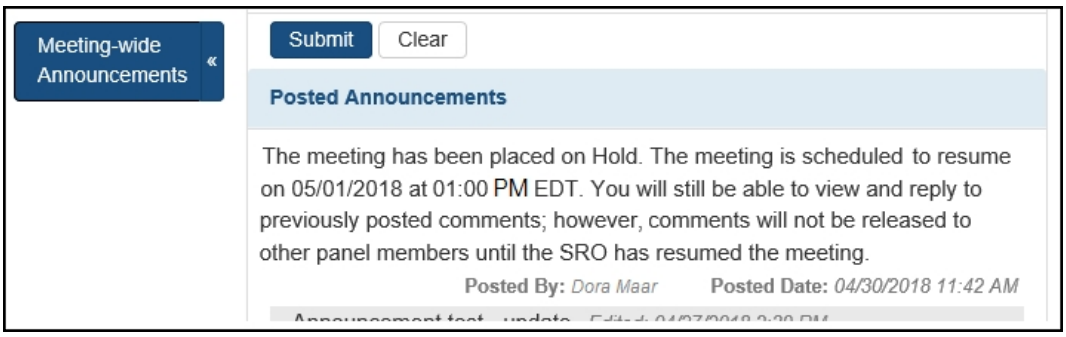
In addition to the standard, SUBMIT, READ, and EDIT phases for all meetings, there are two additional required phases (*Introduction and Discussion*) and one conditional sub-phase (*Cluster Discussion*) that are utilized for Virtual Meetings.

Note: All times are in Eastern Standard Time/ Eastern Daylight Time.

- ***INTRODUCTION Phase*** - This required phase occurs after the READ phase and before the DISCUSSION phase.
  - **Business:** During this phase, reviewers can "rescue" applications that the SRO/ESA* has designated as "Lower Half" so that they can be discussed.
  - **SRO/ESA:** If the Meeting Chair has a conflict with any application in the meeting, the SRO/ESA can designate an "Application Chair" for the discussion of that application.
- ***DISCUSSION Phase*** - This is a required phase, and must occur after INTRODUCTION.
  - **Business:** Reviewers are granted access to participate in a sequential *OR* asynchronous discussion of applications on individual application discussion boards.
    - Sequential: SRO/ESA has designated specific Cluster DISCUSSION Start/End times AND/OR review order.
    - Asynchronous: No specific Cluster DISCUSSION Start/End times AND/OR no review order.
  - ***Cluster DISCUSSION Phase*** - When a review meeting has applications that have been grouped by cluster, the SRO has the ability to set discreet DISCUSSION phases specifically for each cluster. Unless specifically noted in the "Cluster Discussion Dates" portion of the Meeting Information header , cluster discussion dates will default to the length of the entire DISCUSSION phase.



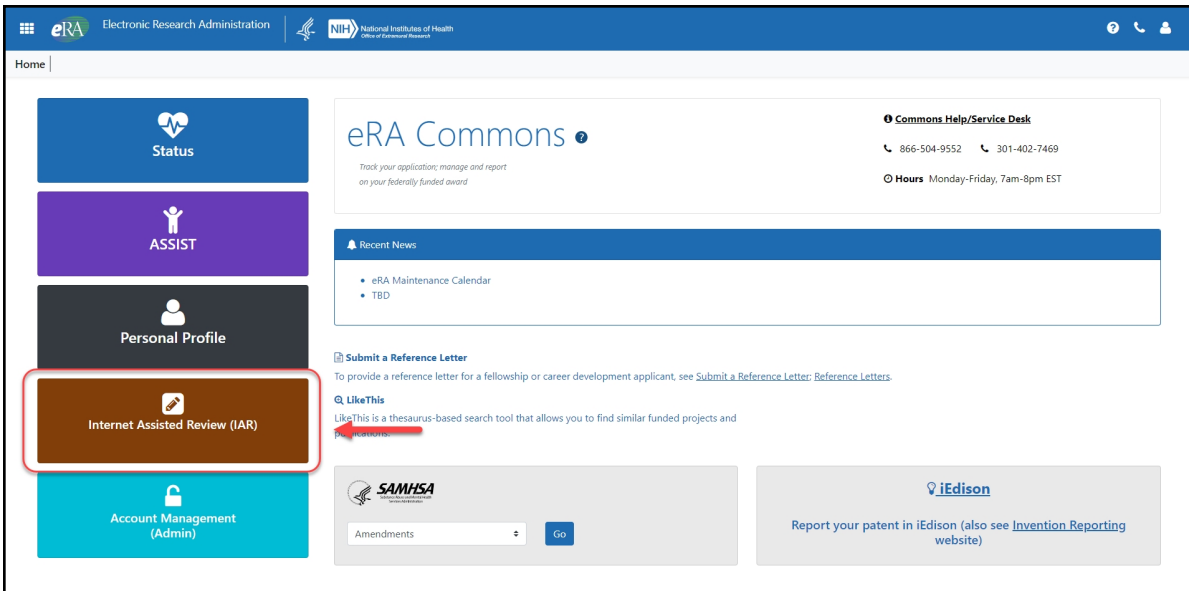
- **SRO/ESA** provides input only when needed on Discussion Forum, and the SRO can edit posts
- **SRO/ESA** assigns "Application Chair" per application basis if Meeting Chair has Conflict with an application
- **SRO/ESA** makes a change to meeting procedures – SRO/ESA posts a meeting-wide announcement to clarify
- **SRO/ESA** pauses meeting if necessary
  - If the meeting is placed on Hold, the Meeting Wide Announcements section will display a message with the hold information similar to the one below. Another announcement will be automatically posted when the SRO resumes the meeting.



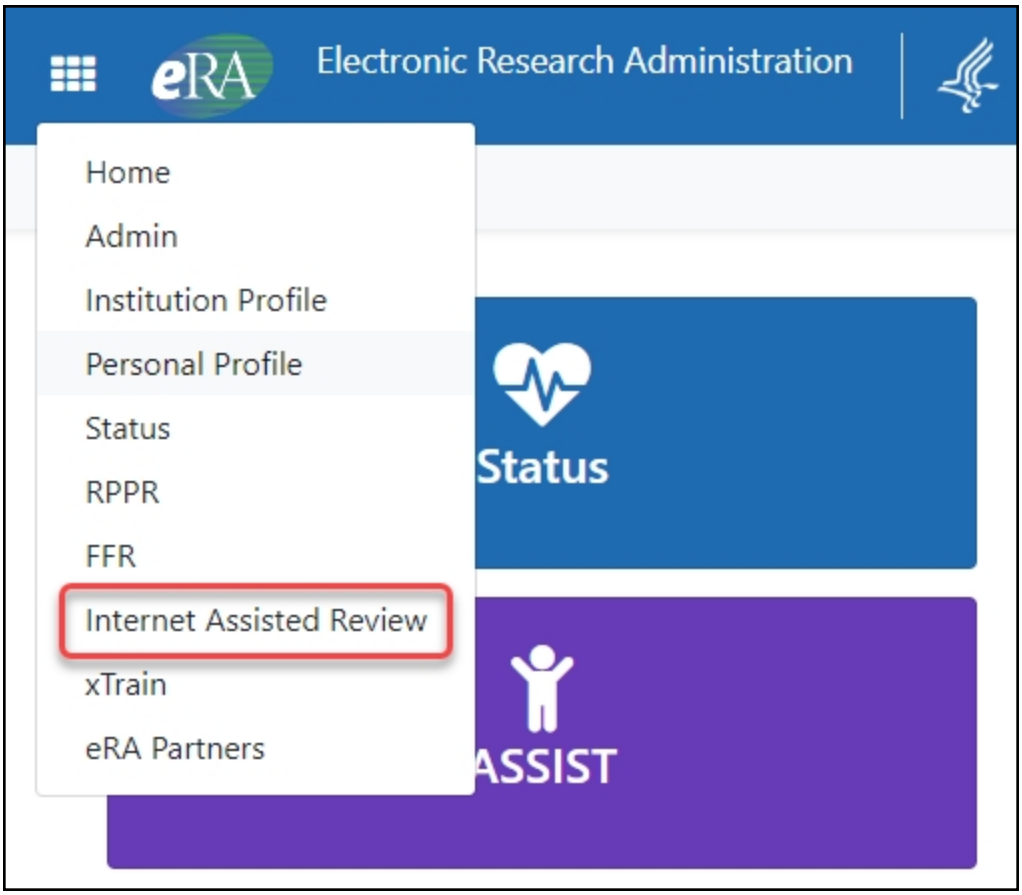
Tip: *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

List of Applications (VM)

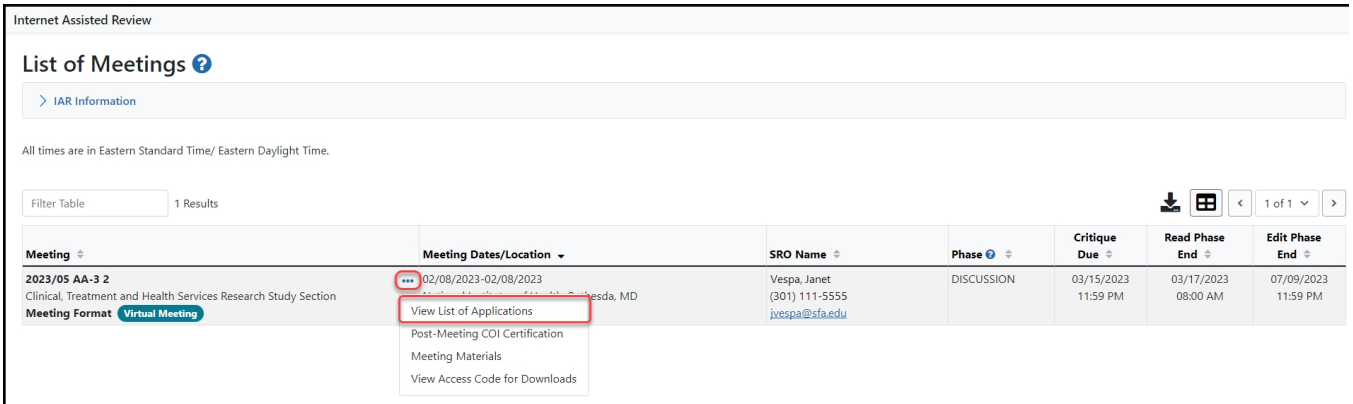
To access the list of meetings, click on the **Internet Assisted Review (IAR)** button on the eRA Commons landing page.



You can also access IAR from the apps icon in the upper left corner and selecting Internet Assisted Review from the drop-down menu.



Next, click on the three-dot ellipses icon on the Meeting column and select **View List of Applications** from the menu. .



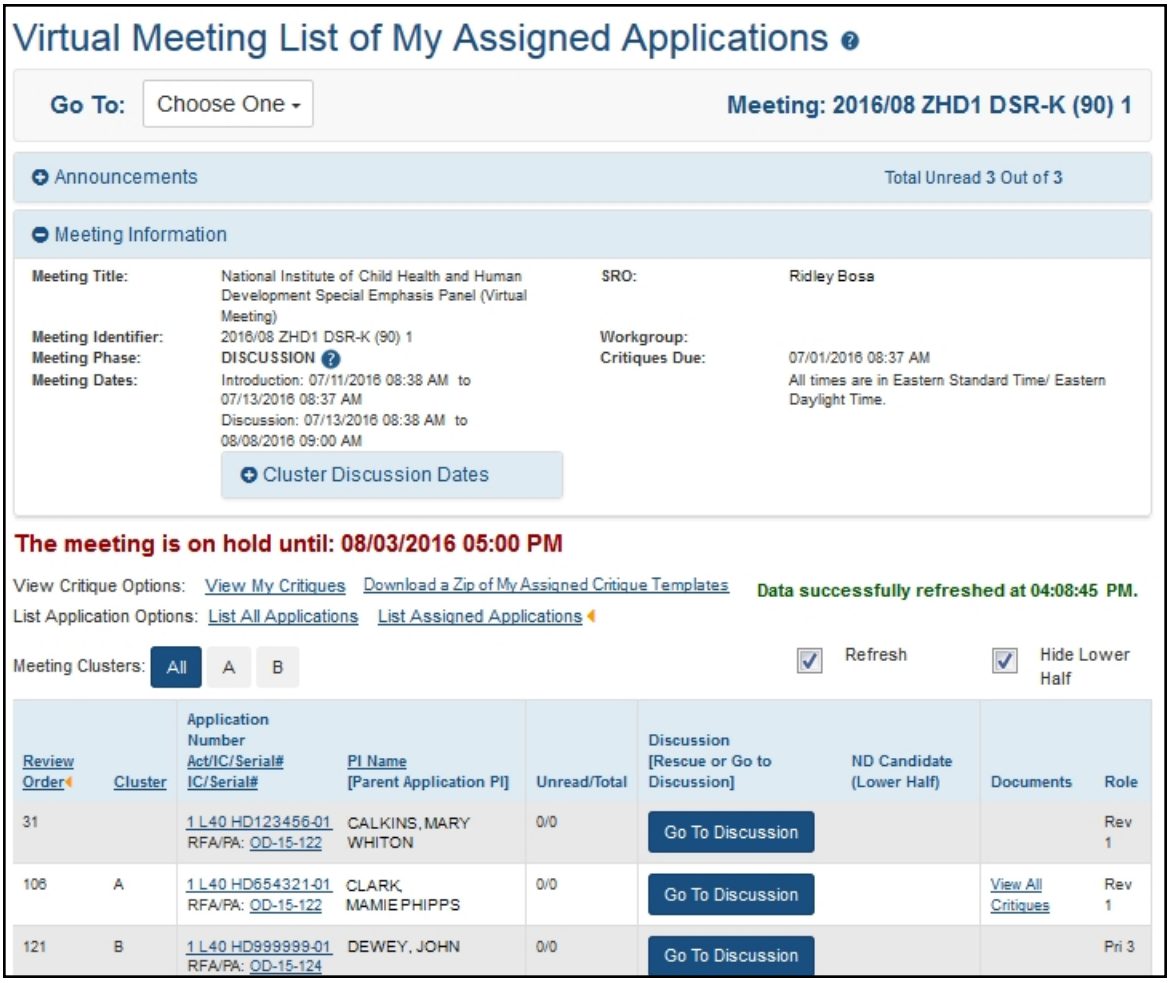
List of Meetings screen

View List of Applications link by clicking the three-dot ellipses icon from the

Note: Virtual Meeting List of Applications (*My Assigned* or *All*) is only visible during INTRODUCTION and DISCUSSION phases. During the traditional IAR phases, reviewers will

see the traditional *List of Applications* screen. During Virtual Meeting-specific phases the traditional *List of Applications* screen will not be accessible.

For Virtual Meeting, reviewers may choose to list only the applications to which they have been assigned or they may choose to list all applications. The following sections are available;



1. **Information Bar**

   This bar contains the **Go To:** menu as well as the meeting identifier.

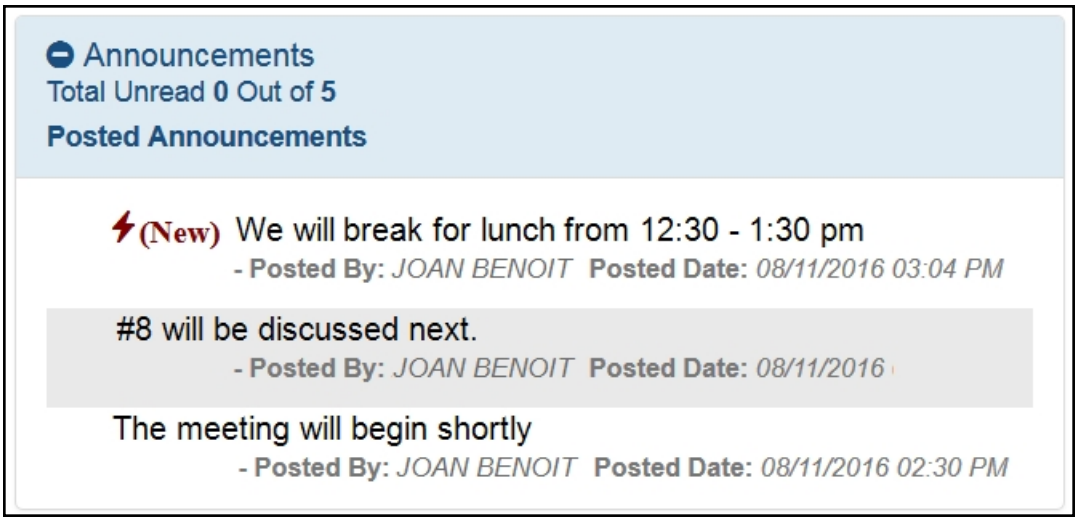
2. **Meeting Information** (collapsible section)

   Included here are the Meeting Title, Identifier, Phase, and Dates. The SRO*, Workgroup (if applicable), and the Critique Due date are also included.

3. **Announcements** (collapsible section)

   If the SRO/ESA has posted messages for the reviewer, they will be located in this section. The right side of this bar will show the total of unread messages out of the total number. The messages are automatically refreshed every three minutes. New

messages will be marked with [(New)] and the total of unread will drop to "0" once the announcements are open. The new announcement indicator will be removed at the next refresh.



4. **Meeting Status**

   This area will provide the date, time, and current status of the meetings. Note that the HOLD status is not removed automatically and may remain after the indicated expiration time if the SRO has not re-enabled the meeting.

5. **Links to Critiques**

   The links to critiques are the same as those for face-to-face meetings. Please see the **Viewing Critiques** section for additional information.

   Once a reviewer has submitted their own critiques for an application, the "View All Critiques" link will appear in the **Documents** column for that application.

6. **List Options**

   The reviewer may select to list only the applications they have been assigned (default) or they may choose to list all of the applications for the meeting. The orange triangle icon ( ) will indicate which list is being viewed.

7. **Table of applications**
   - Above this table is the time of the last data refresh. A manual refresh can also be done by un-checking and then re-checking the "Refresh" option located above the meeting table.
   - The lower half of the set of applications can be hidden/unhidden by toggling the "Lower Half" check box under the last refresh time at the top of the table.

- Meeting Clusters are listed above the left side of the table and allow the list to be filtered by selecting a cluster or All applications in the meeting. When there are no clusters, only the "All" option will be visible.
- The first four columns of the table are sortable by that column header and the current sort column is identified by an orange triangle ( ). The column headers are: (click each header name for more
- information)
  - **Review Order/DO**
    - Shows the order in which each application and component will be reviewed. If a Discussion order has been set by the SRO, the column header will be **DO**. If only a Review order or no order has been set, the column header will be **Review Order**.
  - **Cluster**
    - Indicates the cluster containing the application in meetings where the SRO has created clusters.
  - **Application Number**
    - This column will show the application number, component, and funding opportunity number.
  - **PI Name**
    - The Lead PI for the application
  - **Unread/Total**
    - This shows the number of discussions comments that are unread out of the total number of discussion comments.
  - **Discussion**
    - The two buttons that will display here are **Go To Discussion** or **Rescue Application**. If **Go To Discussion** is selected, the *Virtual Meeting Discussion Board* page for that application will open. If the SRO has allowed it, and the meeting is in the proper stage, "lower half" applications will have the **Rescue Application** button and may be "rescued" so that they are available to be discussed. The "*Hide Lower Half*" checkbox above the table will need to be de-selected in order to view the applications that may be rescued.
  - **ND Candidate (Lower Half)**
    - If the "Hide Lower Half" check box above the table is not checked, this column will show all applications in the meeting and the meetings that are in the lower half will have a "Y" in that column.
  - **Documents**
    - If available, links will be available here for any applicable documents related to that application. Clicking on these links will open in a new window or tab or they will be downloaded for review.

- **Role**
  - The values in the column reflect the role of the logged-in reviewer for each application.

Note: Below the table of applications is a link to allow the SRO/ESA to be contacted in situations where any conflict or assignment issues are noticed with IAR.

Tip: *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

Application Chair

As in traditional review meetings, the Meeting Chair serves as the moderator of the discussion of scientific and technical merit of the applications being reviewed. The Meeting Chair is also a peer reviewer for the meeting.

In situations where the chairperson has a conflict on an application, the SRO* will assign an Application Chair role to another reviewer for that application.

Tip: *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

Rescue Applications

Applications that are in the lower half will have a "Y" in the **ND Candidate (Lower Half)** column of the *Virtual Meeting List of Applications* page.

Note: If you are not assigned the lower half application which you wish to rescue, you will need to click on the "*List All Applications*" link in order to see it.

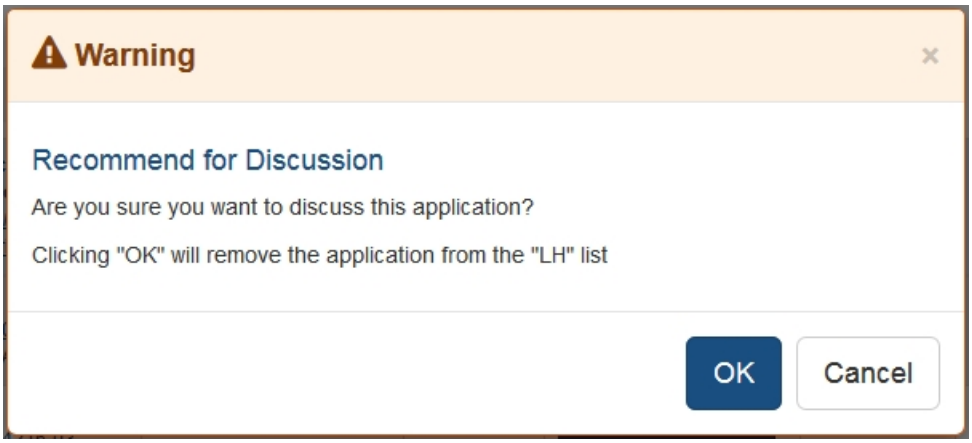
During the INTRODUCTION Phase, these applications can be rescued to be included in the DISCUSSION Phase.

If the SRO* has set the appropriate option, this action can also be taken during the DISCUSSION Phase.

For these applications, instead of seeing the **Go To Application** button in the ***Discussion [Rescue or go to Discussion]*** column, you will see a **Rescue** button instead.

Review Order	Cluster	Application Number Act/IC/Serial# IC/Serial#	PI Name [Parent Application PI]	Unread/Total	Discussion [Rescue or Go to Discussion]	ND Candidate (Lower Half)	Documents	Role
170		2 L30 HD987643-03 RFA/PA: OD-15-121	FRANKLIN, ROSALIND	0/0	Go To Discussion			Unassigned
171		2 L30 HD987644-02 RFA/PA: OD-15-121	LEVI-MONTALCINI RITA	0/0	Rescue	Y		Unassigned

If the **Rescue** button is clicked, a warning message will be displayed to confirm that you wish to remove this application from the Lower Half list.



Clicking **OK** will then move that application out of the Lower Half so that it can be discussed.

Tip: *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

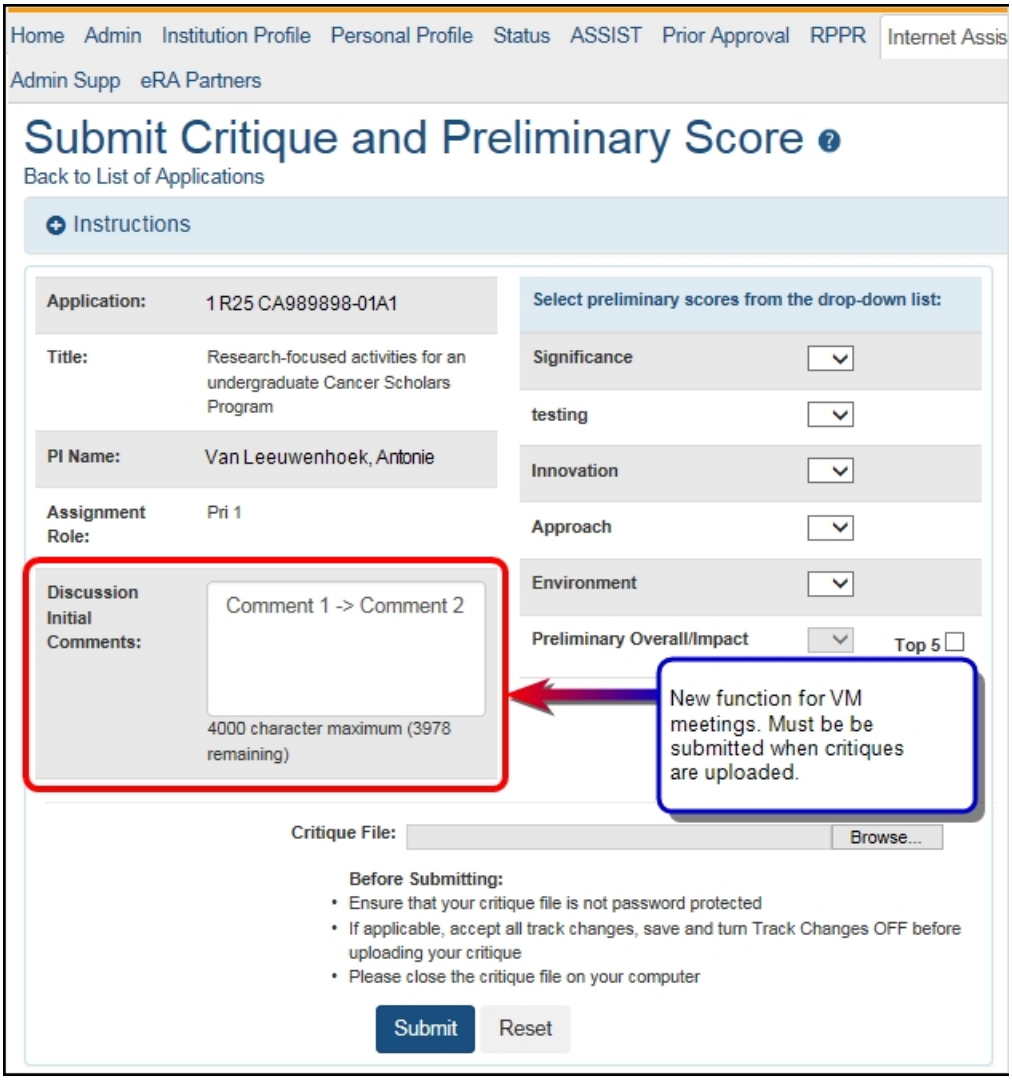
Scoring

Preliminary Scores

The process for entering "Preliminary Scores" remains the same as with traditional meetings. However, there is an additional "**Discussion Initial Comments**" text box in the **Submit Critiques and Scores** page for Virtual Meeting applications. This is where reviewers have the option to provide comments to help to initiate discussion of the application prior to the start of the DISCUSSION phase. These comments can be submitted when the reviewer submits their critique as well as during the READ phase. During the READ phase, the "*Initial Comments*" link will appear in the **Action** column to facilitate this process. All other fields on the screen, other than the "Discussion Initial Comments" text box, will be disabled.

To access the **Submit Critiques and Scores** page, click on the "*Submit*" (or *Initial Comments*) link in the **Role/Score/Actions** column of the **List of Applications** page. The **Discussion Initial Comments** box will be under the application information. Enter any

comments, provide preliminary scores, attach the critique file, and then click on the **Submit** button.

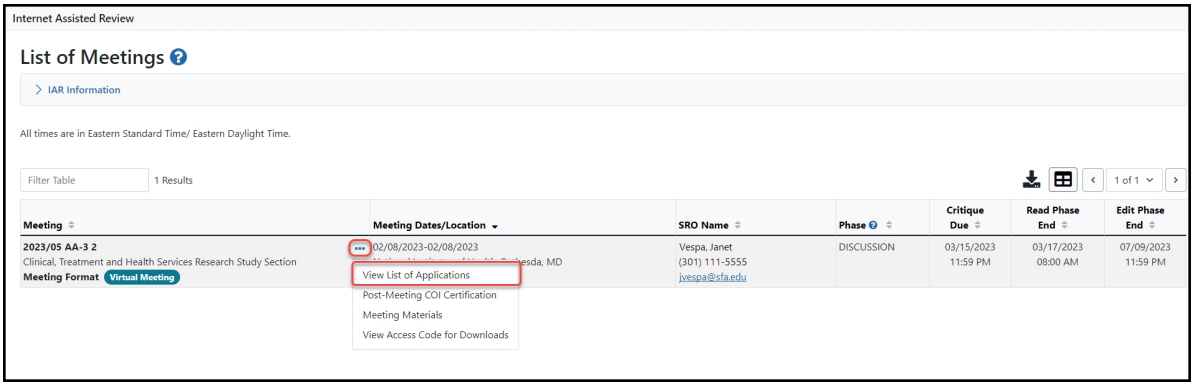


Discussion Scores

For Virtual Meetings, reviewers will provide discussion scores on the main *Virtual Meeting Discussion Dashboard* screen. These are numeric scores that the reviewers use to indicate current enthusiasm for the application. They are informative only and carry no weight in the final scoring. Reviewers may update their discussion score multiple times throughout the DISCUSSION phase.

The general scoring process for Virtual Meetings remains the same as it is for face-to-face meetings. (see the Submitting Critiques and Scores section for more detail on standard scoring)

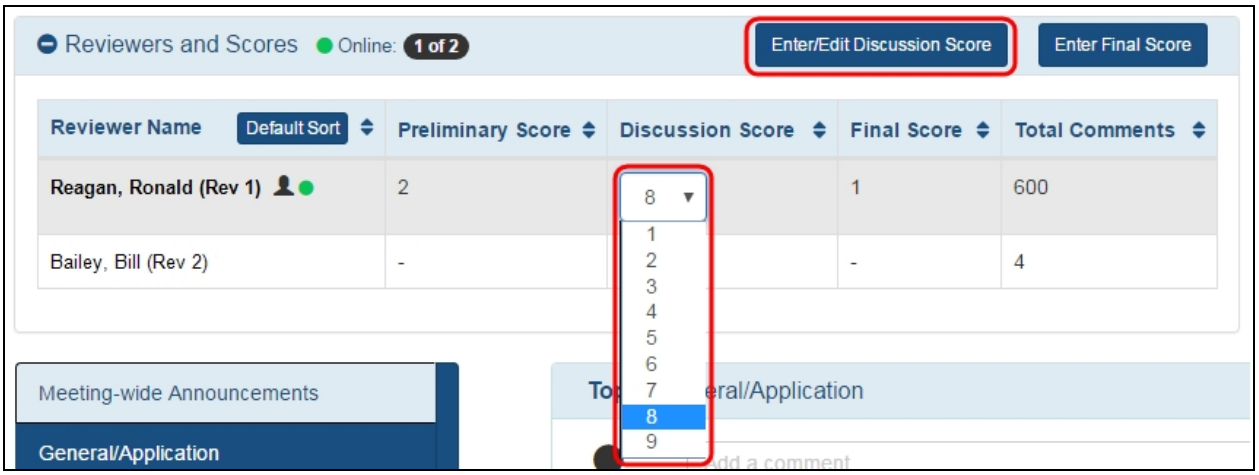
To access the *VM Discussion Dashboard* and provide a score, click on the *View List of Applications* link from the list of meetings.

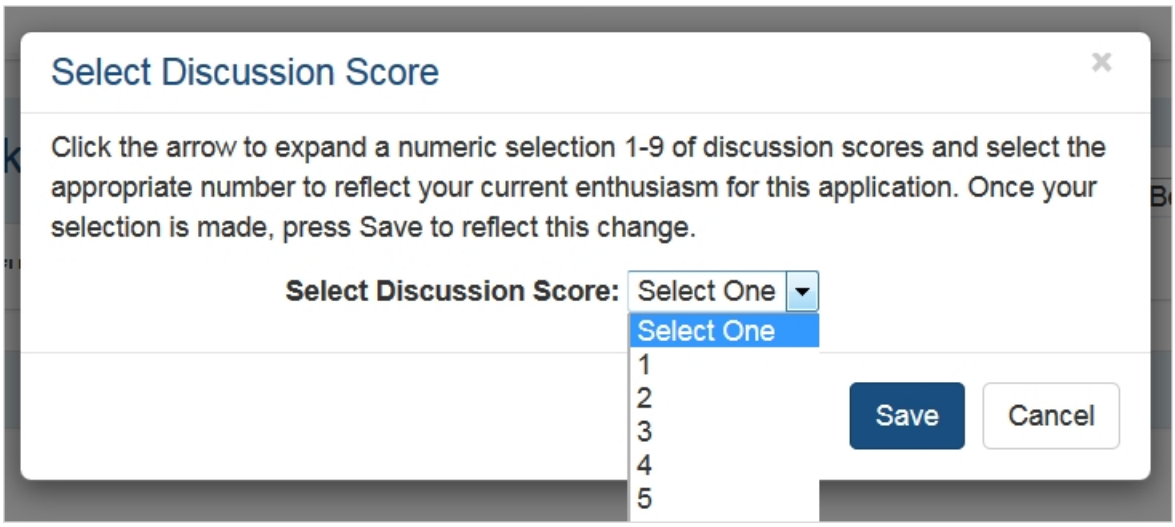


From the **View List of Applications** page, click on the **Go To Discussion** button to go to the **Discussion Board** page for that application.

On the *VM Discussion Dashboard* page, in the *Reviewers and Scores* section, there will be an **Enter/Edit Discussion Score** button in the title bar. Clicking on this button will open a pop-up window to allow the reviewer to record their score.

If a score has already been entered, it can be edited directly in the **Discussion Score** field. This may be desired after additional discussion comments are reviewed.

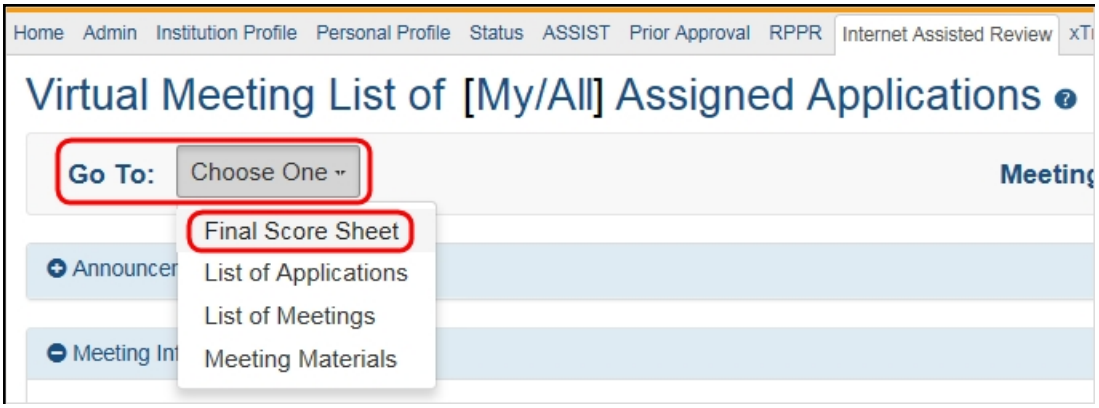




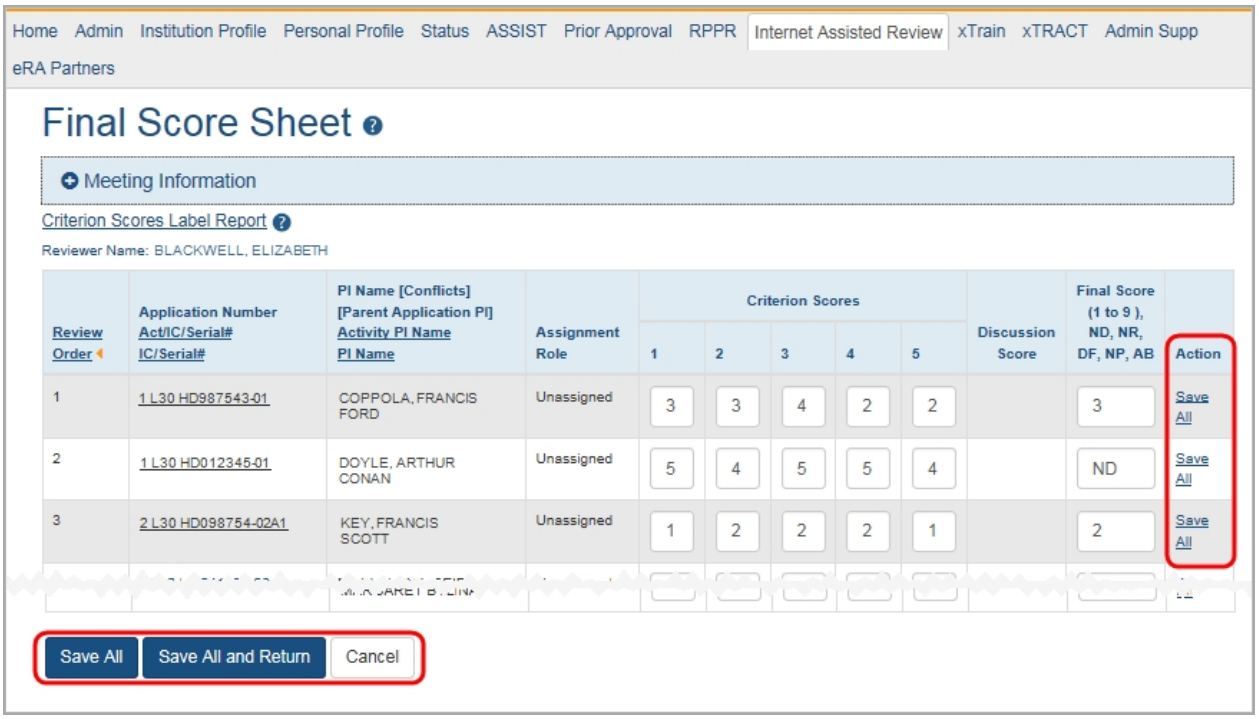
Once the score has been selected and the **Save** button is clicked, the reviewer will be taken back to the *VM Discussion Dashboard* page for that application.

Final Scores

The Final Score Sheet may be accessed via the **Go To:** drop-down menu from the **Virtual Meeting List of [All/My] Applications** screen.

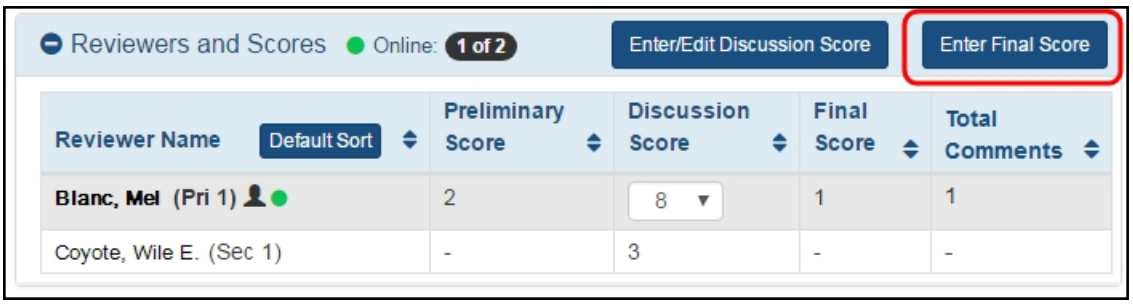


Choosing the *Final Score Sheet* from the **Go To:** menu will open the *Final Score Sheet* screen which will list all of the applications in that meeting and provide fields for the Criterion Scores as well as the Final Scores.

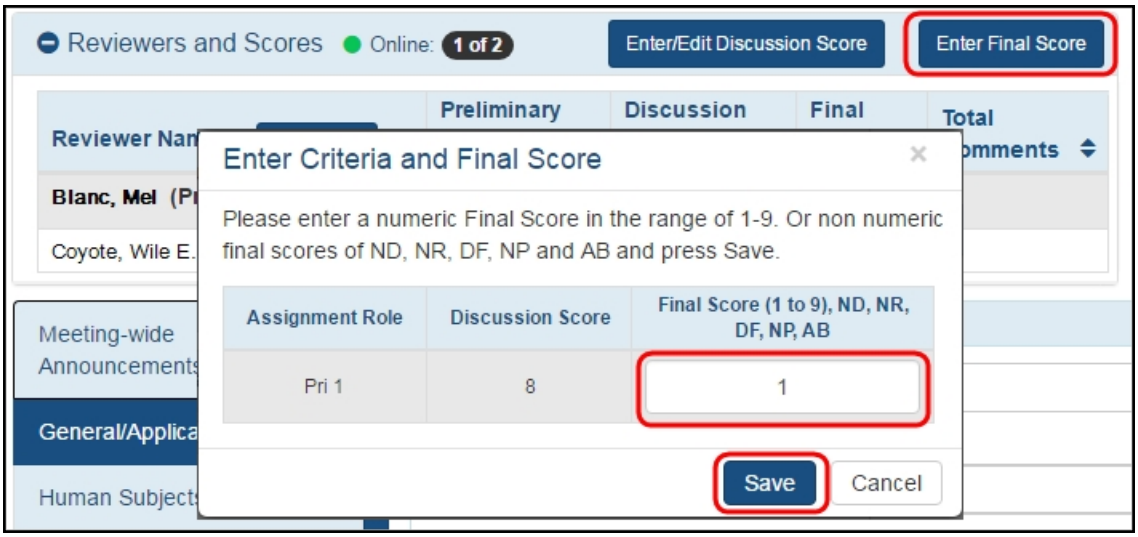


After scores are entered, the reviewer has the option to use the *Save All* link in the **Action** column or the equivalent button at the bottom of the sheet. Additionally, the reviewer may choose the **Save All and Return** button to go to the previous page or the **Cancel** button to make no changes and return to the previous page.

For individual applications, the **Virtual Meeting Discussion Dashboard** screen has an **Enter Final Score** button in the Reviewers and Scores section which opens up a pop-up screen for entering criteria and final scores for this application only.



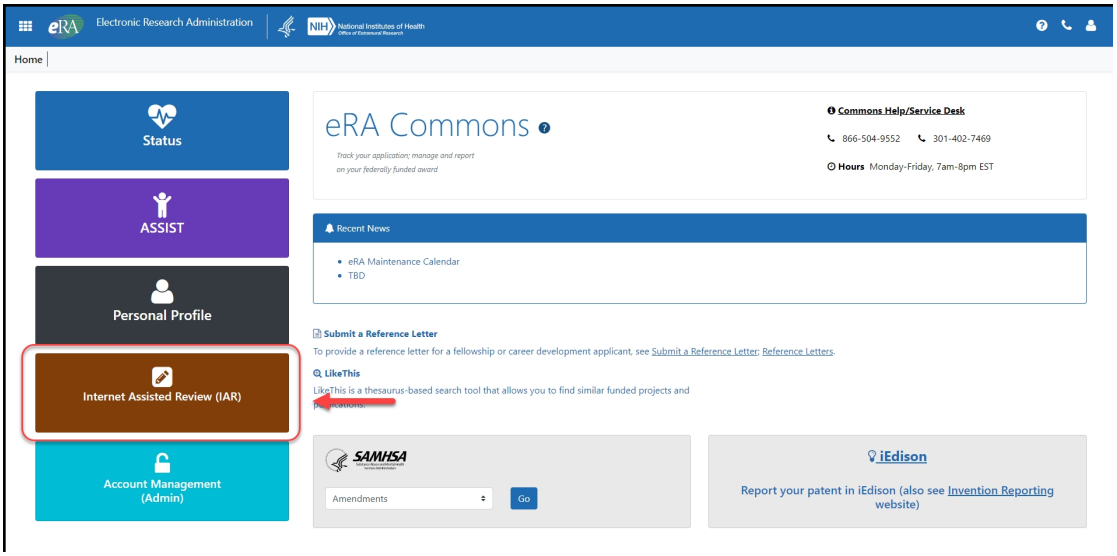
If the **Enter Final Score** button is clicked, a pop-up window will open allowing entry of the Final score for that one application. Click the **Save** button to save the score.



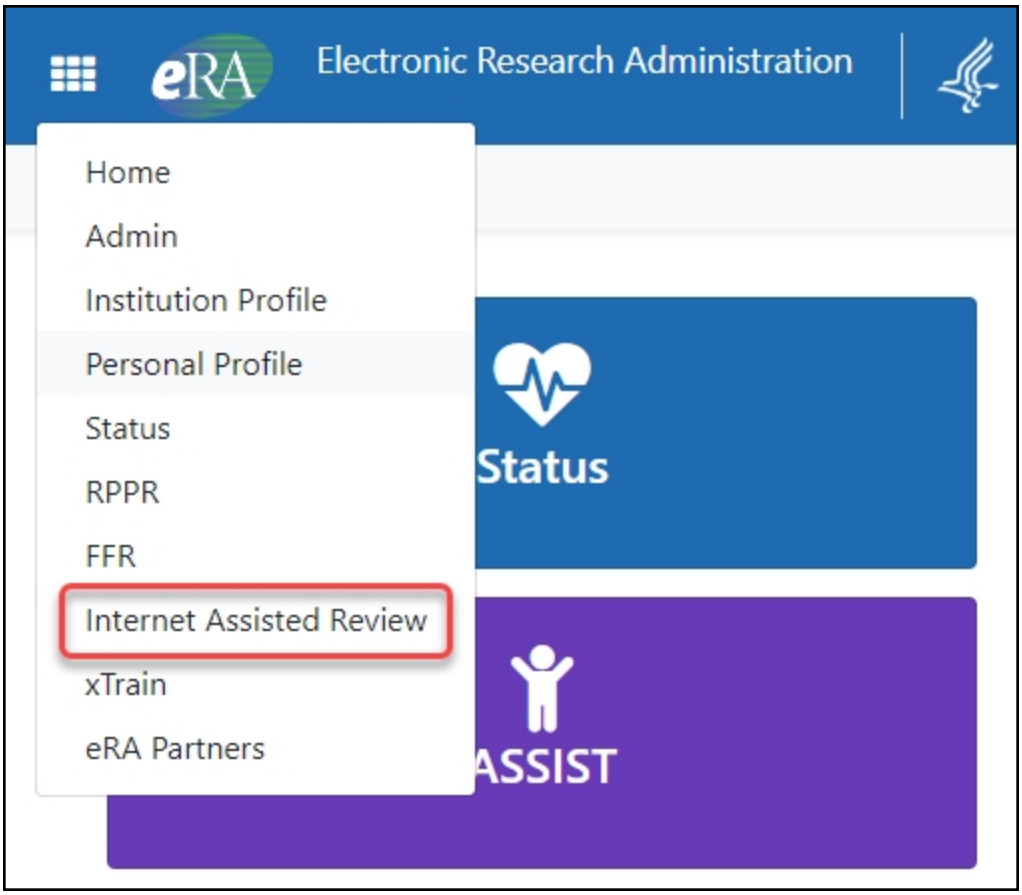
VM Meeting Discussion Dashboard

In order to access the *Virtual Meeting Discussion Dashboard;*

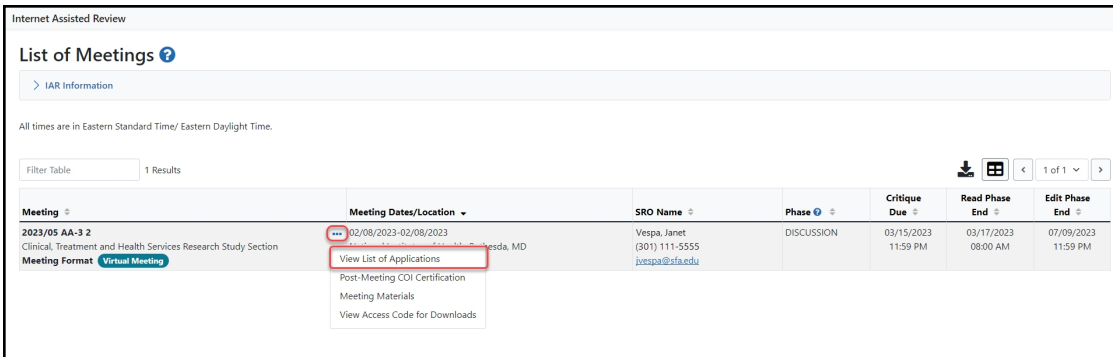
- To access the list of meetings, click on the **Internet Assisted Review (IAR)**button on the eRA Commons landing page.



You can also access IAR from the apps icon in the upper left corner and selecting Internet Assisted Review from the drop-down menu.



- This action will open the **List of Meetings** page where you will see meetings that you have been assigned to by the SRO*. click on the three-dot ellipses icon on the Meeting column and select **View List of Applications** from the menu.

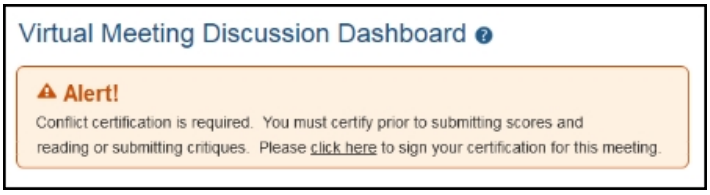


View List of Applications from the List of Meetings screen

- From the **View List of Applications** screen, in the list of applications at the bottom, click on the **Go To Discussion** button in the ***Discussion*** column.

Note: This button will only be enabled when an application is eligible for discussion either during the DISCUSSION phase or during the specific Cluster DISCUSSION phase (if set).

Note: When accessing the *Virtual Meeting Discussion Dashboard* directly from the URL for the meeting, a check is performed to ensure COI certification. If you have not completed the COI certification, an alert message will be displayed with a link prompting you to sign the COI for this meeting.



Virtual Meeting Discussion Dashboard 1 U01 AA123456-01A1 - Soucie, Katherine

Title: Vascular Protective Effects of Alcohol - Role of Notch View All Critiques **Data refreshed at 4/21/2017 10:22:14 AM**

Meeting Information

Meeting Title: Biomedical Research Review Subcommittee (Virtual Meeting)
Meeting Identifier: 2017/05 AA-1 1
Meeting Phase: DISCUSSION
Meeting Dates: Introduction: 03/29/2017 05:01 PM to 03/30/2017 08:00 AM Discussion: 03/30/2017 08:01 AM to 04/30/2017 09:00 AM
SRO: Pepé Le Pew
Workgroup:
Critiques Due: 03/28/2017 10:00 AM All times are in Eastern Standard Time/ Eastern Daylight Time.

Cluster Discussion Dates

(A) Discussion: 04/28/2017 08:00 AM to 04/28/2017 12:10 PM
(B) Discussion: 04/20/2017 10:01 AM to 04/30/2017 10:05 AM
(C) Discussion: 04/20/2017 10:01 AM to 04/30/2017 10:05 AM

Reviewers and Scores Online: 1 of 2 Enter/Edit Discussion Score Enter Final Score

Reviewer Name Default Sort	Preliminary Score	Discussion Score	Final Score	Total Comments
Blanc, Mel (Pri 1)	2	8	1	1
Coyote, Wile E. (Sec 1)	-	3	-	-

Meeting-wide Announcements
General/Application
Human Subjects
Vertebrate Animals
Budget/Overlap
Authentication of Key Biological and/or Chemical Resources Plan

Topic: General/Application

Add a comment

Conversational Chronological

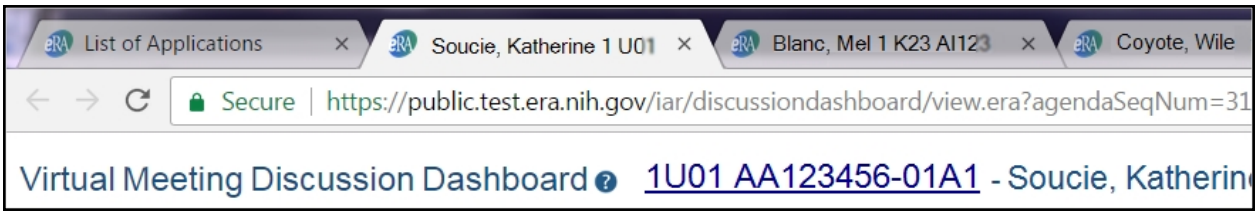
Newest Oldest

Coyote, Wile E. -*Sec1* 4/10/2017 2:13:55 PM
TEST
Reply
CHAIR

Blanc, Mel -*Pri 1* 4/17/2017 6:46:55 PM
testing
Reply

Blanc, Mel -*Pri 1* 4/10/2017 8:36:23 AM
ADMINISTRATIVE INCREASES/SUPPLEMENTS
Administrative Supplement (Restriction)

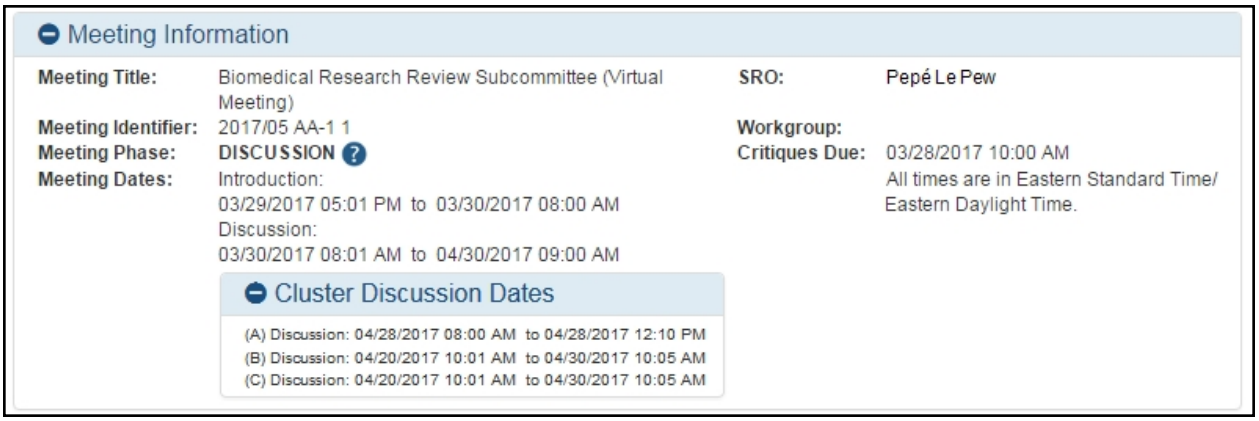
The *Virtual Meeting Discussion Dashboard* screens will open in separate tabs or windows (depending on browser settings) for each application. The tabs will show the name of the PI (last, first) and the first part of the application number as space permits.



Once on the *Virtual Meeting Discussion Dashboard* screen, you will see the following sections:

1. **Header -** The top of the screen contains:
   - The cluster that the application is in (if clusters have been created)
   - The application number which is linked to its Grant Folder page.
   - The PI name
   - The title of the application
   - Links to view critiques
   - The date and time that the screen was last refreshed.

2. **Meeting Information -** This section has the following details:
   - Meeting Title
   - The name of the SRO
   - Meeting Identifier
   - Workgroup
   - Meeting Phase
   - Critiques Due date
   - Meeting Dates
   - **Cluster Discussion Dates** (*conditional*) - Shows the list of clusters and their beginning and ending dates and times. If no clusters have been created, this sub-section will not appear.



3. **Reviewers and Scores -** This section contains:
   - An indicator of the number of reviewers currently online. This will display a green circle [●] and a count of the number of reviewers currently online out of the total number of reviewers. If the reviewer appears to be idle for 20 minutes, the indicator will disappear.
   - **Enter/Edit Discussion Score** button - New scores may be entered and existing scores may be changed. Existing scores can be edited directly in the Discussion Score field. This can be done multiple times throughout the DISCUSSION phase as additional discussion comments are reviewed.

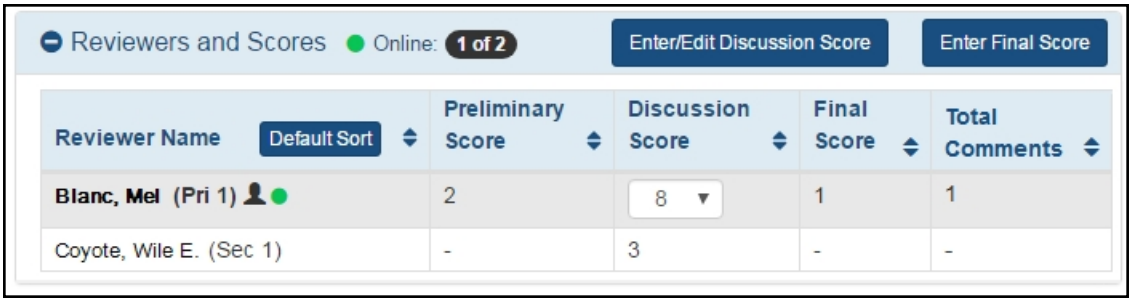
     Tip: Existing discussion scores may be edited directly in the **Discussion Score** field.

   - **Enter Final Score** button *if* final scoring has been enabled in the Discussion Phase.
   - The names of assigned reviewers as well as other reviewers who have either posted comments or discussion scores. Names post to this list as reviewers and observers score or comment on the application.

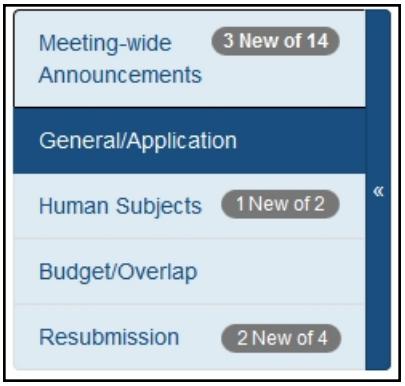
     Note: By *default*, the list is sorted alphabetically by the last name of the assigned reviewers first and then by unassigned reviewers. If the sort is changed by the user, the **Default Sort** button can be clicked to reset it.

   - The Preliminary, Discussion, and Final Scores submitted to date.

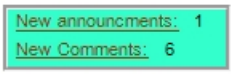
- The total number of comments submitted by each reviewer.



4. **Left Navigation** - This area will list the message categories beginning with "Meeting-wide Announcements" from the SRO. These are characteristics of this area:
   - It will scroll up and down as the user scrolls on the page and is always in view.
   - When there are new or edited messages, an indicator in each topic area will alert the user to the total number of announcements/messages for that topic and the number of unread messages which are indicated as "New".
   - Click on the title of a topic to see the announcements/messages related to that topic.
   - To collapse this tool, click on the blue bar on the right with the left-pointing double carats. The navigation tool will collapse to the left margin.

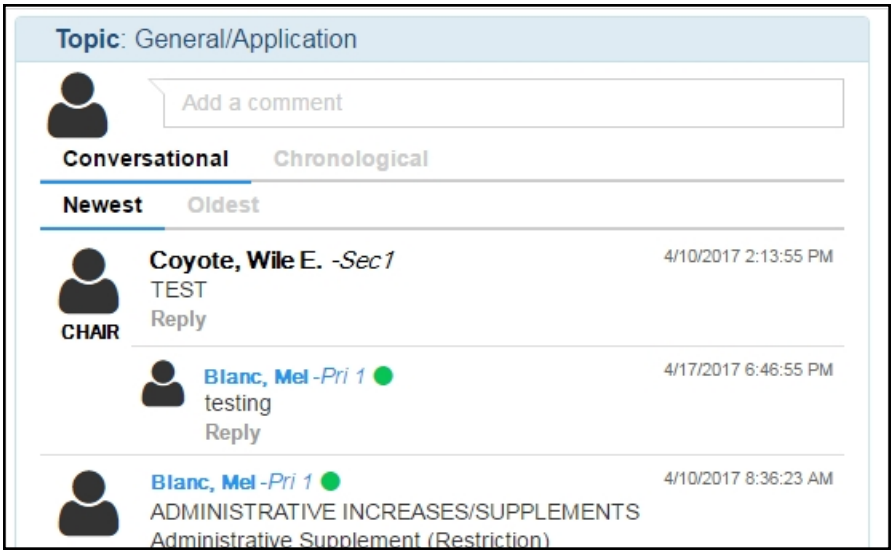


If the navigation window is collapsed, and new or edited announcements or discussion messages exist, a green indicator will pop-up on the upper-right side of the visible part of the screen (it will scroll with the screen) that will notify the user that there are new messages.



Clicking on the link will expand the *Left Navigation* section to show which topics have new messages.

5. **Announcements & Comments section** - Announcements published by the SRO and comments made by reviewers will be displayed here depending on the topic selected in the Left Navigation. The messages may be displayed as conversations or chronologically and online reviewers or SROs will be indicated with the green circle icon [●].



Tip: *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

Certifying Conflicts of Interest

The electronic Conflict of Interest (eCOI) forms are certified via IAR from the *List of Meetings* screen for the particular meeting. There is a pre-meeting eCOI certification as well as a post-meeting eCOI certification (to be certified after the meeting has ended).

Pre-and-post-meeting conflict of interest (COI) certification by reviewers is performed in the Internet Assisted Review (IAR) module. Paper certifications are no longer supported.

Certifying both the pre-meeting COI certification and the post-meeting COI certifications is essential to ensuring that the NIH peer review process is fair, impartial and conducted with integrity. The certifications must be completed electronically whether or not there is a conflict.

If an attempt is made to submit critiques, criterion scores, and preliminary overall impact score before the pre-meeting COI certification, the reviewer will see an alert on the *Submit Critiques and Preliminary Score*screen. Similar alerts will be seen on the *List of All Applications* screen and the *Final Score Sheet* screens. The reviewer should click the '*click here*' link in the alert pop-up to access the pre-meeting COI certification.

The alert will also be displayed if a re-certification is needed in these scenarios:

- If an additional conflict is discovered before the meeting
- If the meeting date changes and previous certifications reflect the prior meeting date
- If the scientific review officer (SRO) changes the designation of the reviewer from federal to non-federal or vice versa
- If the meeting agenda has changed from grants to contracts or vice versa

Note: Non-NIH reviews might use a different COI certification. Reviewers should contact the SRO* of the meeting if the electronic COI link is not available in IAR.

Tip: *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

Pre-Meeting Conflict of Interest Certification

The NIH peer review process relies on reviewers to identify any conflicts of interest (COI) that may affect the integrity of the process. The rules for identifying COIs can be found online at the following site: https://www.grants.nih.gov/grants/peer/peer_coi.htm.

Reviewers certify the *Pre-Meeting Certification* before participating in the review meeting. The purpose of the certification is to confirm that the reviewer will not participate in discussions surrounding applications with which that reviewer is in conflict.

Reviewers must certify their pre-meeting COI certification early in the process. **If reviewers do not certify the pre-meeting COI certification, they will not be able to submit critiques, criterion scores and preliminary/overall impact scores in IAR.** They will also not be able to view critiques submitted by other reviewers.

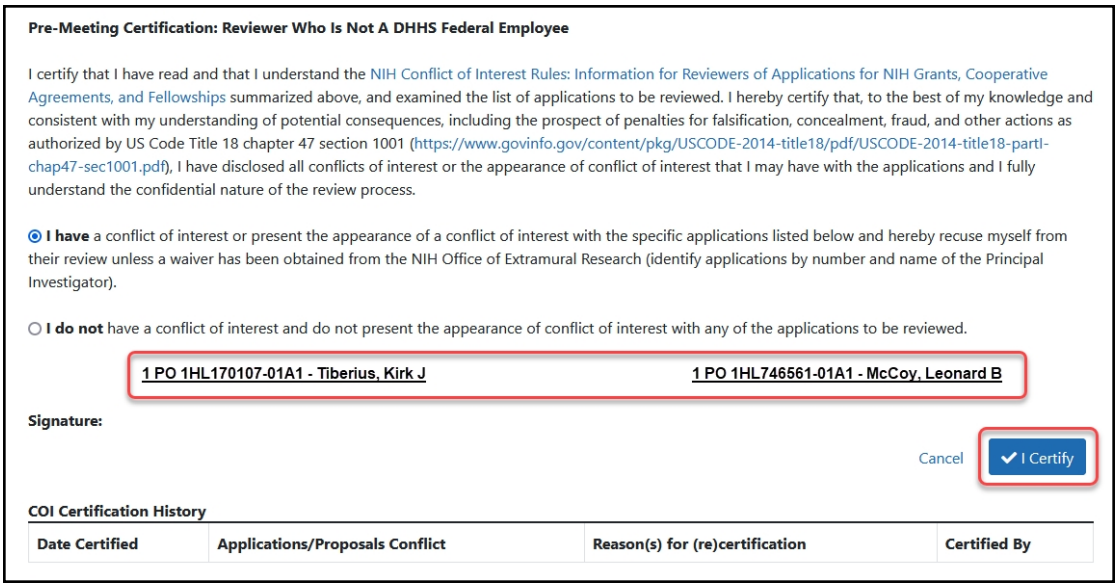
The language of the pre- and post-meeting COI certifications has been updated, so reviewers should read it carefully before certifying at the bottom of the screen. Note that the system will recognize whether it is a non-federal or federal reviewer or whether it is a grants or contracts review, and will accordingly display the right text.

Here are the steps to certify the pre-meeting COI before the meeting

To certify the Pre-Meeting COI form:

1. Access the *List of Meetings* screen.
2. Select the **Pre-Meeting COI Certification** by clicking the three-dot ellipses icon and selecting the pre-meeting CIO option from the menu.

   The *Pre-Meeting Certification* displays. Before displaying the screen, IAR checks to see if the reviewer has any conflicts of interest. If conflicts are found, the corresponding applications display in the mid-section of the screen. If no conflicts are found, this section displays the message *There are no applications with conflict of interest.*



Pre-Meeting Certification: Reviewer Who Is Not A DHHS Federal Employee

I certify that I have read and that I understand the NIH Conflict of Interest Rules: Information for Reviewers of Applications for NIH Grants, Cooperative Agreements, and Fellowships summarized above, and examined the list of applications to be reviewed. I hereby certify that, to the best of my knowledge and consistent with my understanding of potential consequences, including the prospect of penalties for falsification, concealment, fraud, and other actions as authorized by US Code Title 18 chapter 47 section 1001 (https://www.govinfo.gov/content/pkg/USCODE-2014-title18/pdf/USCODE-2014-title18-partI-chap47-sec1001.pdf), I have disclosed all conflicts of interest or the appearance of conflict of interest that I may have with the applications and I fully understand the confidential nature of the review process.

◉ **I have** a conflict of interest or present the appearance of a conflict of interest with the specific applications listed below and hereby recuse myself from their review unless a waiver has been obtained from the NIH Office of Extramural Research (identify applications by number and name of the Principal Investigator).

○ **I do not** have a conflict of interest and do not present the appearance of conflict of interest with any of the applications to be reviewed.

1 PO 1HL170107-01A1 - Tiberius, Kirk J 1 PO 1HL746561-01A1 - McCoy, Leonard B

Signature:

Cancel ✔ I Certify

COI Certification History

Date Certified	Applications/Proposals Conflict	Reason(s) for (re)certification	Certified By

Note: The displayed certification differs for reviewers depending on whether they are Federal or non-Federal staff and if the award is a grant or a contract. For examples of the Pre-Meeting Certification screens click on these links:

Grants certifications (effective 05/25/2022)

- NIH Conflict of Interest Grants Pre-Review Certification, Non-Federal (05/19/2022)
- NIH Conflict of Interest Grants Pre-Review Certification, Federal (effective 05/19/2022)

Contracts certifications (effective 05/25/2022)

- NIH Conflict of Interest Contract Pre-Review Certification, Non-Federal (05/19/2022)
- NIH Conflict of Interest Contract Pre-Review Certification, Federal (05/19/2022)

3. *Optional:* Select the **List of Meetings** link to return to the *List of Meetings* without certifying the form.
4. *Optional:* Select the **NIH Conflict of Interest Rules** link to read COI certification rules and information. This link displays with a **-Fed** suffix when the reviewer is a federal employee as specified in the Committee Management system. The link displays with a suffix of **Non-Fed** if the reviewer is not a federal employee.
5. Non-Federal Reviewers: Select the radio button appropriate for the meeting:
   - For grant applications:
     - **I do not** have a conflict of interest and do not present the appearance of conflict of interest with any of the applications to be reviewed
     - **I have** a conflict of interest or present the appearance of a conflict of interest with the specific applications listed below and hereby recuse myself from their review (identify applications by number and name of the Principal Investigator).
   - For contract proposals:
     - **I do not** have a conflict of interest and do not present the appearance of conflict of interest with any of the proposals to be reviewed.
     - **I have** a conflict of interest or present the appearance of a conflict of interest with the proposal(s) listed below, and hereby recuse myself from their review (identify proposals by the names of the offeror and Principal Investigator). I understand that a waiver is required for me to participate in this review meeting.
6. Select the **I Certify** button.

Certification

I certify that I have read the attached "NIH Conflict of Interest Rules: Information for Reviewers of NIH Applications and R&D Contract Proposals" Under penalty of perjury (US Code Title 18 chapter 47 section 1001), I certify that to the best of my knowledge I have disclosed all conflicts of interest that I may have with the applications or R&D contract proposals and I fully understand the confidential nature of the review process and agree: (1) to destroy or return all materials related to it; (2) not to disclose or discuss the materials associated with the review, my evaluation, or the review meeting with any other individual except as authorized by the Scientific Review Officer (SRO) or other designated NIH official; (3) not to disclose procurement information prior to the award of a contract; and (4) to refer all inquiries concerning the review to the SRO or other designated NIH official.

Signature:

I Certify | Clear Selection | Cancel

NIH PRE-REVIEW CERTIFICATION REGARDING
CONFLICT OF INTEREST FOR **NON-FEDERAL REVIEWERS**
OF APPLICATIONS FOR NIH GRANTS, COOPERATIVE AGREEMENTS, AND FELLOWSHIPS

Reviewer Name: _____ (Lastname, Firstname M)
Address (employment):_____
Address Line 1 _____
Address Line 2 _____
City, State Zip Code _____
Scientific Review Group: _____
Date(s) of review: _____

NIH Conflict of Interest Rules:
Information for Reviewers of Applications for NIH Grants, Cooperative Agreements, and Fellowships

The NIH peer review system relies on the professionalism of each reviewer to identify any conflict of interest (COI) or apparent COI that may affect or appear to affect the integrity of the NIH peer review process.

- The NIH COI rules for initial peer review for grant applications, cooperative agreements, and fellowships are based on federal regulations (42 CFR Part 52h) and presented in detail in NIH Guide Notice NOT-OD-13-010.
- In order to participate in the review meeting, you must:
  - Review the rules below and screen the applications for real or apparent COI for yourself.
  - Notify the Scientific Review Officer *immediately*:
    - If you have a COI that prevents you from serving on that review panel (see below), or
    - If you identify an application with which you have a COI or appearance of COI.
  - Certify:
    - On the *pre-meeting* Conflict of Interest Certification that you have identified any application with which you have a COI or appearance of COI.
    - On the *post-meeting* Conflict of Interest Certification that you recused yourself from the review of any application where your participation constitutes a real or apparent COI. In addition, the NIH may determine that a particular situation involves a COI and require that the potential reviewer not be involved in the review of the application(s) in question.

You **may not be** on the study section if:

- You are named on an application in a **major professional role** (Program Director/Principal Investigator [PD/PI], Senior/Key Personnel, Other Significant Contributor, Project/Site/Core Director collaborator, consultant, sponsor, mentor, or conference organizer).
- You are a member of an NIH Advisory Council.
- You have a direct financial interest: you, your close family member would receive a direct financial benefit if an application is funded.
- You have a **major professional role** in an application submitted to a Request for Applications (RFA) and the study section will evaluate applications submitted in response to that RFA.

You **may be** on the study section but may not review certain applications, and **must leave the room** when:

- The PD/PI or anyone else on the application with a **major professional role** is from your institution or for multicomponent institutions, from your institutional component.
- You are planning a collaboration with anyone with a **major professional role** on the application.
- Within the past three years, you have published with, have collaborated with, or have been in a mentoring relationship with any person on the application who has a major professional role.
- The application includes a letter of support or reference letter from you.
- The reviewer serves as a member of the advisory board for the project under review.
- You have an indirect financial interest: you will have received more than $10,000 (in the form of honoraria, stocks, or fees) from the PD/PI or the submitting institution over the period from one year ago through the end of the proposed project.

You **may be** on the study section and **may review** specific applications if (not considered a COI):

- An application originates from an institution where you have collaborators, but your collaborators are not listed on the application.
- You have an indirect financial interest of less than $10,000.
- You freely donate reagents or other materials to the proposed project, and these reagents or materials would also be available to other researchers.
- You, as well as a person with a major role on the proposed project, contribute data, reagents, specimens, etc., to the same repository or database.
- You are a member of a research network that involves a person with a major role on the proposed project.
- You are a co-author of a non-research publication (e.g., review, commentary) or a mega- multi-authored publication with a person with a major role on the proposed project.

Pre-Meeting Certification: Reviewer Who Is Not A Federal Employee

I certify that I have read and that I understand the NIH Conflict of Interest Rules: Information for Reviewers of Applications for NIH Grants, Cooperative Agreements, and Fellowships, and examined the list of applications to be reviewed. I hereby certify that, to the best of my knowledge and consistent with my understanding of potential consequences, including the prospect of penalties for falsification, concealment, fraud, and other actions as authorized by US Code Title 18 chapter 47 section 1001 (https://www.gpo.gov/fdsys/pkg/USCODE-2011-title18/pdf/USCODE-2011-title18-partI-chap47.pdf), I have disclosed all conflicts of interest that I may have with the applications and I fully understand the confidential nature of the review process.

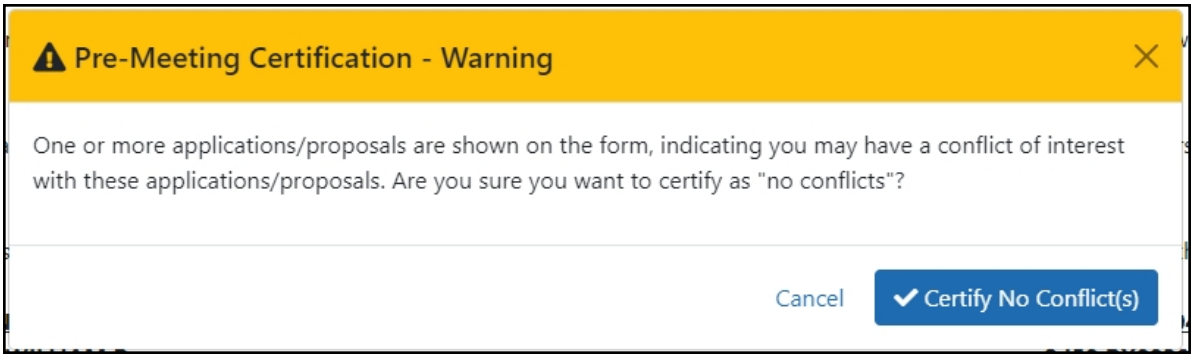
Signature: _____

Printed name: _____

Electronically signed by _____ **[Lastname, Firstname M] via Internet Assisted Review on** _____ **(Date and Time)**

When the certification is submitted, IAR performs several system checks to verify the entries. If applications with conflicts are displayed on the screen, but the radio button for no conflict is

chosen, a warning message displays indicating that one or more conflicts may exist. Reviewers can either go back (**Go Back** button) and update the selection or choose the **Certify No Conflicts** button to continue.

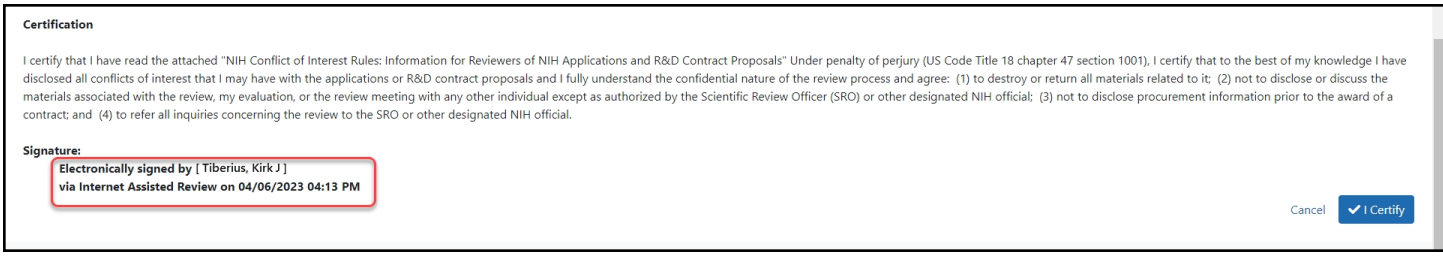


If the non-federal reviewer has not selected one of the two radio button options but selects the **I Certify** button, a message displays as follows: *You must select one of the radio buttons above before certifying.*

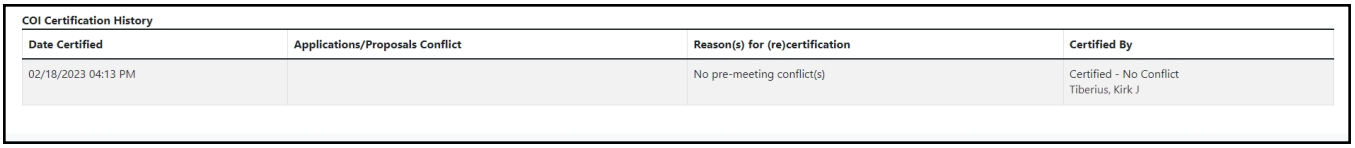
Other messages may display based on all the business and system rules in place. Review any messages and follow the appropriate steps to resolve the issue.

Federal reviewers do not need to click any radio buttons as they are only required to certify that they comply with their agency's financial disclosure and ethical conduct requirements.

If the certification passes verification, IAR adds the electronic signature of the reviewer with the current date and time.



For non-Federal reviewers in non-contract meetings, a Certification History table will be displayed at the bottom of the screen showing the initial certification and any subsequent activity affecting the certification.



COI Certification History

Date Certified	Applications/Proposals Conflict	Reason(s) for (re)certification	Certified By
02/18/2023 04:13 PM		No pre-meeting conflict(s)	Certified - No Conflict Tiberius, Kirk J

Select the **List of Meetings** link or the **Cancel** button to exit the screen.

Re-certifying a Pre-Meeting COI

A re-certification is needed in the following scenarios:

- If an additional conflict is discovered before the meeting
- If the meeting date changes and certifications reflect the previous date
- If the scientific review officer (SRO) changes the designation of the reviewer from federal to non-federal or vice versa
- If the meeting agenda has changed from grants to contracts or vice versa

- An alert on IAR screens will notify reviewers that they need to certify the pre-meeting COI certification if they have forgotten to do so or in case they need to recertify. The reviewers must click on the 'click here' link in the alert box to access the pre-meeting COI certification.

- The pre-meeting certification is available until the start of the meeting, at which time only the post-meeting certification is available. If a conflict is reported before the meeting starts (or under any of the other scenarios below), the pre-meeting COI certification will be available (even past the meeting start date and time) until the pre-meeting certification is certified. Once certified, the post-meeting COI certification will appear until the end of the Edit phase.

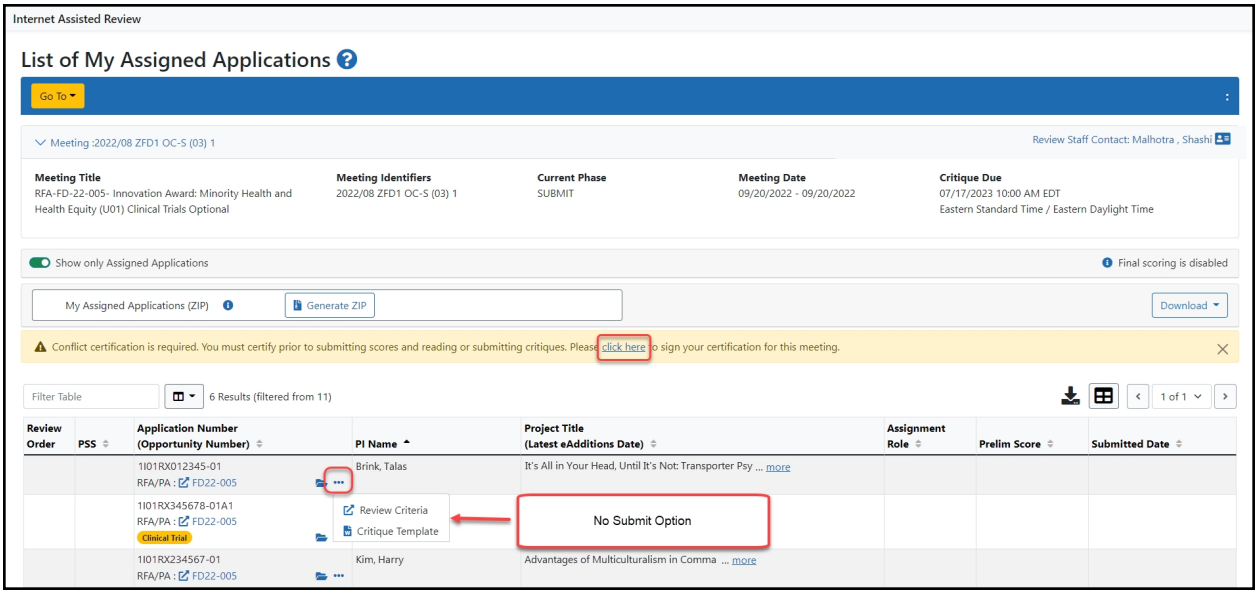
Here are the steps to recertify the pre-meeting COI before the meeting:

- The reviewer will see an alert in a box on one of these IAR screens — on the *List of All Applications* or the *Submit Critique and Preliminary Scores* or the *Final Score Sheet* screen. The alert will state:

  Conflict certification is required. You must certify prior to submitting scores and reading or submitting critiques. Please click here to sign your certification for this meeting.

  The 'Submit Critique' option under the three-dot ellipses icon is missing.

The reviewer should click on 'click here' in that alert box.



- The Pre-Meeting COI certification will open up.

  Note that the system will recognize whether it is a non-federal or federal reviewer, whether it is a grants or contracts review and accordingly display the right text. The language of the pre- and post-meeting certifications has been updated, so reviewers should read it carefully before certifying at the bottom of the screen.

- A non-federal reviewer is required to choose one of two radio buttons – one indicating no conflict with any of the applications/proposals to be reviewed: the other indicating a conflict.
- The non-federal reviewer will then click the **I Certify** blue button at the bottom of the page. The system will show that the pre-meeting COI has been electronically signed and a COI Certification Historychart will appear, showing the name of the reviewer and the date and time the pre-meeting COI was signed. If the reviewer indicated a conflict, the grant number of the relevant application will be listed.

COI Certification History

Date Certified	Applications/Proposals Conflict	Reason(s) for (re)certification	Certified By
02/18/2023 04:13 PM		No pre-meeting conflict(s)	Certified - No Conflict Tiberius, Kirk J

- Once the I Certify button is clicked, the pre-meeting COI certification will be automatically saved. The reviewer will click cancel to exit the screen and return to the *List of All Applications* screen. The submit link will now be visible under the Action column.

Post Meeting Conflict of Interest Certification

The NIH peer review process relies on reviewers to identify any conflicts of interest (COI) that may affect the integrity of the process. The rules for identifying COIs can be found online at the following site: https://grants.nih.gov/grants/guide/notice-files/NOT-OD-13-010.html.

Reviewers certify the *Post Meeting Certification* at the completion of a review meeting to confirm that participation in discussions about conflicted applications did not take place with the reviewer present.

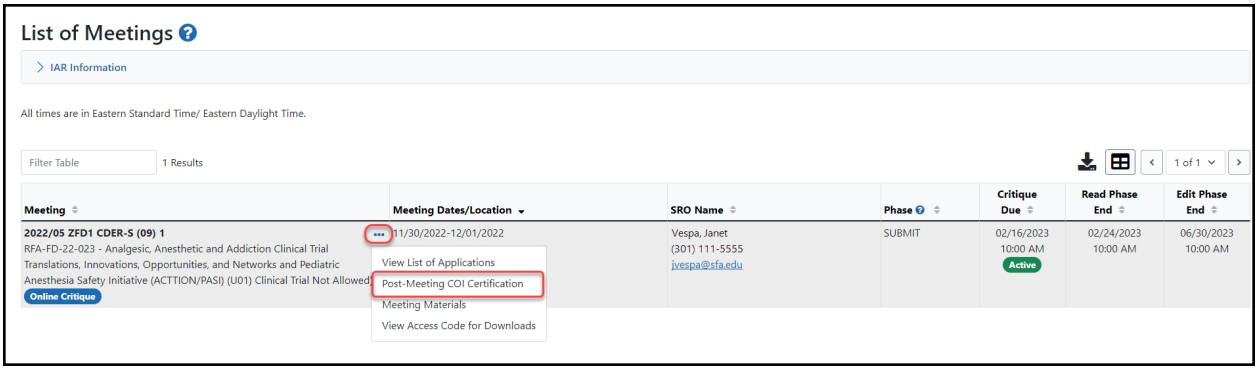
The post-meeting COI certification must be electronically signed at the time reviewers complete their participation in the study section meeting. **Paper certifications will no longer be accepted.**

The post-meeting COI form will be available until the end of the Edit phase.

The language of the pre- and post-meeting COI certifications has been updated, so reviewers should read it carefully before certifying at the bottom of the screen. Note that the system will recognize whether it is a non-federal or federal reviewer or whether it is a grants or contracts review, and will accordingly display the right text:

To access and sign the *Post Meeting Certification*:

1. Access the List of Meetings screen.



2. Select the **Post-Meeting COI Certification** link from the three-dot ellipses icon menu in the **Meeting** column of the specific meeting.

   The *Post Meeting Certification* screen displays. The reviewer's name and address as well as the Scientific Review Group name and review date/s are at the top of the form.

   At the bottom of the certification, the **Printed Name** of the reviewer displays along with a **Signature** field for capturing the electronic signature of the reviewer and the date and time of the review.

3. *Optional:* Select the **List of Meetings** link to return to the *List of Meetings* screen without signing the form. Selecting the **Cancel** button also returns the *List of Meetings*

screen without saving the form.

4. Select the **I Certify** button after reading the certification.

   The **Signature** field updates with the electronic signature of the reviewer and timestamp. If necessary, reviewers may access the form and follow the steps for submission to re-submit the certification.

   > Note that there is some additional text in the Federal Reviewer version that is not part of the Non-Federal Reviewer version. The format, rules and final certification paragraph contain the same language and links.

NIH POST-REVIEW CERTIFICATION REGARDING CONFLICT OF INTEREST FOR
REVIEWERS* OF APPLICATIONS FOR NIH GRANTS,
COOPERATIVE AGREEMENTS, AND FELLOWSHIPS
(*Reviewers who are not employees of the Department of Health and Human Services)

Reviewer Name: Tiberius, Kirk J
Address (employment):

Scientific Review Group: AA-3 2
Date(s) of review: February 08, 2023 - February 08, 2023

NIH Conflict of Interest Rules:
Information for Reviewers of Applications for NIH Grants, Cooperative Agreements, and Fellowships

The NIH peer review system relies on the professionalism of each reviewer to identify any conflict of interest (COI) or the appearance of COI that may affect or appear to affect the integrity of the NIH peer review process.

- The NIH COI rules for initial peer review for grant applications, cooperative agreements, and fellowships are based on federal regulations (42 CFR Part 52h) and presented in detail in NIH Guide Notice NOT-OD-13-010, as clarified and revised in NIH Guide Notices NOT-OD-21-005 and NOT-OD-21-019.
- At the conclusion of the SRG meeting, you must certify on the post-meeting Conflict of Interest Certification below that you recused yourself from the review of any application where your participation would have constituted a COI or the appearance of COI. In addition, the NIH may have determined that a particular situation involves a COI or the appearance of COI and required that you not be involved in the review of the application(s) in question.

You **may not have been** on the SRG if:
- You are named on an application in a **major professional role** (Program Director/Principal Investigator [PD/PI], Senior/Key Personnel, Other Significant Contributor, Project/Site/Core Director collaborator, consultant, sponsor, mentor, or conference organizer).
- You are a member of an NIH Advisory Council.
- You have a direct financial interest: you or your close family member would receive a direct financial benefit if an application is funded.
- You are a non-DHHS Federal employee participating in NIH peer review while on official duty time or administrative leave or while using the resources or supplies of your employing agency.

You **may have been** on the SRG but may not review certain applications, and **must have left the room** when:
- The PD/PI or anyone else on the application with a **major professional role** is from your organization or for multicomponent organizations, from your organizational component.
- You are planning a collaboration with anyone with a **major professional role** on the application.
- Within the past three years, you have published with, have collaborated with, have been involved in the preparation of an application or proposal with, or have been in a mentoring relationship with any person on the application who has a **major professional role**.
- The application includes a letter of support or reference letter from you.
- You serve as a member of the Advisory Board for the project under review or for a grant held by anyone playing a **major professional role** on the application.
- You have an indirect financial interest: you will have received more than $10,000 (in the form of honoraria, stocks, or fees) from the PD/PI or the submitting organization over the period from one year ago through the end of the proposed project.

You **may have been** on the SRG and **may have reviewed** specific applications if (not considered a COI):
- An application originates from an organization where you have collaborators, but your collaborators are not listed on the application.
- You have an indirect financial interest of less than $10,000.
- You freely donate reagents or other materials to the proposed project, and these reagents or materials would also be available to other researchers.
- You, as well as a person with a major role on the proposed project, contribute data, reagents, specimens, etc., to the same repository or database.
- You are a member of a research network that involves a person with a major role on the proposed project.
- You are a co-author of a non-research publication (e.g., review, commentary) or a mega-multi-authored publication with a person with a major role on the proposed project.

Post-Meeting Certification: Reviewer Who Is Not A DHHS Federal Employee

This is to certify that in the review identified above, I did not participate in an evaluation of any application: (1) from any applicant organization where I am a full- or part-time salaried employee or where I am negotiating for such employment; (2) from any applicant organization where I have received or could receive a direct financial benefit in relation to the application under review or have received or could receive a financial benefit from the applicant organization or principal investigator valued at $10,000 or more per year that is unrelated to the application under review; (3) submitted by, or involves in a major professional role, a close personal relative, a member of my household, or professional associate, or if such person receives financial benefits from or provides financial benefits to an applicant; or (4) in which I had any other interest in the application that is likely to bias my evaluation of that application. If there was a conflict of interest or an appearance of conflict of interest, I recused myself from the review of the application or was granted an appropriate waiver.

CERTIFICATION

Consistent with my understanding of potential consequences, including the prospect of penalties for falsification, concealment, fraud, and other actions as authorized by US Code Title 18 chapter 47 section 1001 (https://www.govinfo.gov/content/pkg/USCODE-2014-title18/pdf/USCODE-2014-title18-partI-chap47-sec1001.pdf), I fully understand the confidential nature of the review process and certify that in the review above I did not participate in an evaluation of any application with which I knowingly had a conflict of interest, unless an appropriate waiver was granted.

Signature:

Electronically signed by [Tiberius, Kirk J]
via Internet Assisted Review on 02/08/2023 04:10 PM

Cancel ✔ I Certify

A list of examples for Federal, Non-Federal grants and contract Post-Meeting Certifications can be found at the links below:

Grants certifications (effective 05/25/2022)

- NIH Conflict of Interest Grants Post-Review Certification, Non-Federal (effective 05/19/2022)
- NIH Conflict of Interest Grants Post-Review Certification, Federal (effective 05/19/2022)

Contracts certifications (effective 05/25/2022)

- NIH Conflict of Interest Contract Post-Review Certification, Non-Federal (05/19/2022)
- NIH Conflict of Interest Contract Post-Review Certification, Federal (05/19/2022)

5. Select the **List of Meetings** link to exit the certification.

Note: In rare cases, the **I Certify** button may not appear on the screen. This is due to multiple profiles in the system for the same person. Contact the SRO* or eRA Service Desk in this case.

Note: If the post-meeting COI has not been signed and the meeting end date has been passed, a reminder email will be sent to the MLG email address indicating the relevant meeting name and date as well as the date when access to the meeting will expire.

Tip: *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

SRG Minutes/Budget Form

The Chairperson of the meeting designated by the SRO* has the ability to electronically sign the *SRG Minutes/Budget Form* in IAR. The SRO may designate multiple reviewers to perform this task.

Note: Please keep in mind that this task must be completed while the meeting is still in the Edit Phase. Once the Edit Phase ends, reviewers may no longer have access to the meeting, including links to the *SRG Minutes/Budget Form*.

To sign the *SRG Minutes/Budget Form*:

1. Access the *List of Meetings* screen.
2. Select the **SRG Minutes/Budget Form** link from the **Action** column of the specific meeting.

   The *SRG Minutes/Budget Form* displays.
3. *Optional:* Select the **List of Meetings** link to return to the *List of Meetings* screen without signing the form.
4. Enter the **Meeting Adjourned Time** and the **Meeting Adjourned Date**.
5. Select the **I Certify** button.

Note: If the SRO has designated multiple reviewers, each reviewer's name appears on the form with a certification line. Clicking the **I Certify** button only updates the electronic signature of the reviewer currently in the form. Reviewers cannot sign the form for other Reviewers.

Note: In rare cases, the **I Certify** button may not appear on the screen. This is due to multiple profiles in the system for the same person. Contact the SRO or eRA Service Desk in this case.

Tip: *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.